

Monday  
March 27, 2006



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MARCH 26-29, 2006



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A B C

# GI Bill Programs



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# Montgomery GI Bill – Active Duty Chapter 30

- First entered active duty after 6/30/85 or entered active duty before 1/1/77 & remained on active duty until sometime after 7/1/85.
- Did not decline the MGIB or accepted it during an open season.
- Had military pay reduced by \$1,200.
- Entitlement is generally 36 months of full time benefits payments.
- Delimiting date is 10 years after last release from active duty.



# MGIB – Active Duty

## Chapter 30

- Programs include college degrees, non-degree technical programs, flight training, correspondence courses, OJT & apprenticeship, licensing & certification exams.
- Claimants apply with VA Form 22-1990 and thereafter VA Form 22-1995 for subsequent programs.



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# Veterans Educational Assistance Program – VEAP Chapter 32

- First entered active duty between 1/1/77 and 6/30/85.
- Contributory program – VA contributes \$2 for each \$1 contributed by service member.
- Monthly rate determined by amount contributed.
- Maximum entitlement is 36 months
- Delimiting date 10 years after discharge from active duty.
- Most Chapter 32 participants have converted to Chapter 30.



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# Dependents' Educational Assistance Program – DEA Chapter 35

- Child, spouse, surviving spouse of veteran who died in line of duty on active duty, is totally and permanently service-connected disabled, died of service-connected cause, or died while totally and permanently service-connected disabled.
- Entitlement is 45 months of full time payments.
- Delimiting date is 10 years from date of eligibility for spouses and 8 years from date of eligibility for children, but (for children) not beyond age 31.





# Dependents' Educational Assistance Program – DEA Chapter 35

- Programs include college degrees, non-degree certificate programs, OJT & apprenticeship, and (for spouses/surviving spouses only) correspondence courses.
- Initial application is with VA Form 22-5490 and for subsequent programs VA Form 22-5495.





# Montgomery GI Bill – Selected Reserve Chapter 1606

- Reservist who signed up for six years in ready reserve after 6/30/85.
- Entitlement is 36 months of full-time benefits.
- Delimiting date is the day they leave the ready reserves or 14 years (became eligible on or after 10/1/92) after they become eligible, whichever is earlier.
- Delimiting date can be extended and entitlement restored for active duty in Iraq.



# Montgomery GI Bill – Selected Reserve Chapter 1606

- Programs that may be pursued are same as Chapter 30.
- Applications and subsequent programs are with same forms as Chapter 30



# Reserve Educational Assistance Program - REAP Chapter 1607

- Reservists called to active duty on or after 9/11/01 under Title 10 for contingency operations for at least 90 consecutive days or more. National Guard eligible if called under Section 502(f), Title 32 USC and serve same period.
- Entitlement is 36 months of full time benefits.
- Pays percentage of MGIB based on length of active duty service. Same programs as MGIB.
- No delimiting date if member continues to participate in reserves.



# Reserve Educational Assistance Program - REAP Chapter 1607

- Programs approved are same as Chapter 30.
- Application is with VA Form 22-1990 annotated at top of form in big block letters, **Chapter 1607**.
- Applications are currently being accepted by the RPO's and held pending the issuance of final rules and procedures by DOD and VA.



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# Questions?



# Duties of a School Certifying Official

What have I gotten my self into??!!



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# Basic Responsibilities

- Keep VA informed of the enrollment status of veterans and other eligible persons.
- Keep SAA informed of new programs, changes in programs, institutional changes, etc.
- Apprise supervisors of any internal problems which may affect service to VA students.
- Keep up to date on current VA rules and benefits.
- Assist VA students in applying for education benefits.
- Maintain records of VA students and make available for inspection.





# Keep VA Informed of Each Student's Enrollment Status

- Basic forms to use are:
  - Enrollment Certification (VAF 22-1999)
  - Notice of Change in Student Status (VAF 22-1999B)
- Must report all enrollments and changes within 30 days.
- May use paper forms or electronic enrollment (VA-ONCE).



# Keep VA Informed of Each Student's Enrollment Status

- Must monitor unit subjects pursued to certify to VA only those subjects which apply to the student's program.
- Must monitor student's grades to insure (s)he is making satisfactory progress and report unsatisfactory progress.
- Must monitor student's conduct and report when student is suspended/dismissed for unsatisfactory conduct.



# Keep SAA Advised of School Changes

- New programs and changes in current programs.
- Changes in academic policies and procedures.
- Changes of address, phone numbers, certifying officials.
- Any other information the SAA requires.



# Keep Supervisors Apprised of Internal Problems

- Failure of records office to inform you of grades, grade changes, academic problems, etc.
- Failure of instructors to inform you of attendance/attendance problems.
- Failure of other offices to inform you of new programs, changes in current programs, etc.
- Failure of mail distribution center to forward appropriate mail to your office.



# Keep Informed of VA Rules & Policies

- Give e-mail address to ELR to be included on listserv.
- Read and maintain VA bulletins.
- Read and keep in a safe place your copy of the Handbook.
- Attend VA and SAA training opportunities.
- Enroll in VA on-line training.



# Assist VA Students

- Maintain copies of appropriate application forms.
- When asked, help veterans & dependents fill out and send in applications.
- If student cannot resolve pay problems, assist through VA channels designated for school officials.



# Assist VA Students

- Disseminate and/or post information on VA education benefits and programs, and contact points.
- Insure that VA students are fully aware of their responsibilities to the school and VA.





## Maintain Student VA Records & Make Available to VA & SAA

- Retain file of VA papers submitted & records of academic progress, program pursuit, etc.
- Maintain records for at least three years following the student's last date of attendance.
- Insure that your records are kept in a safe place and that the privacy of your VA students is protected.
- Make available all school records (VA & non-VA) to representatives of the SAA and VA.



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# Questions?



# VA Terminology

&

You Said What??!!

# Acronyms



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# Acronyms

- **BDN** – **B**enefits **D**elivery **N**etwork, our veterans' computer database.
- **ECSS** – **E**ducation **C**ompliance **S**urvey **S**pecialist, our auditors.
- **ELR** – **E**ducation **L**iaison **R**epresentative, the primary VA education expert in each state.
- **IHL** – **I**nstitution of **H**igher **L**earning, colleges and universities and programs.



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# Acronyms

- **NCD** – **N**on **C**ollege **D**egree, vocational and technical schools and programs.
- **MGIB** – **M**ontgomery **GI** **B**ill
- **OLAF** – **O**n **L**ine **A**pproval **F**ile, our VA database of school approval information.
- **RPO** – **R**egional **P**rocessing **O**ffice, the VA office which processes GI Bill education claims.
- **TIMS** – **T**he **I**nformation **M**anagement **S**ystem, the document imaging system in each RPO.



# Terminology

- **Enrollment Cert** – VA Form 22-1999 Enrollment Certification used to tell VA about each student's program, pursuit, etc.
- **Notice of Change** – VA Form 22-1999b Notice of Change in Student Status used to tell VA about any change in a student's enrollment.
- **Program** – the degree, certificate, or diploma the student is pursuing.
- **Unit Subject** – the individual classes the student is taking to achieve his/her goal. Schools often call them courses, but VA essentially equates courses and programs, i.e., course of study.
- **Term** – can be a semester or quarter and includes individual sessions within a term, e.g., a summer term could include up to three sessions.



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# Terminology

- **VA-ONCE:** Our Web based program that allows schools to certify VA enrollments electronically.
- **Drop-Add:** Found on the VAF 22-1999b, it really means Drop period, the period during which a student can drop a course without academic penalty, for VA purposes also cannot exceed 30 days. Not the same thing as a school's drop-add period, usually the first week of classes when students can freely drop or add courses without academic or financial penalty.





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# Terminology

- **Guest Student** – a student who's not pursuing a program at your school, but is only taking unit subjects to be transferred into a program at another school.
- **Veteran** – for VA purposes this is anyone who has served at least one day of regular active duty (not active duty for training) in the armed forces of the U.S. and was discharged with other than a dishonorable discharge.



# Terminology

- **Entitlement** – The number of months of full time benefits remaining to a veteran or dependent.
- **Delimiting Date** – Use it or lose it date, the date on which an eligible person loses all the entitlement (s)he hasn't used.
- **Confirmed Enrollment** – An enrollment certification which is signed and sent to VA on or after the first day of the period being certified for enrollment, i.e., the first day of the term.



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# Questions?



U.S. Department of  
Veterans Affairs  
&  
State Approving Agencies



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# The Original GI Bill

## Public Law 78-346

- Signed by President Franklin D. Roosevelt on June 22, 1944.
- VA to determine veteran eligibility and make payments
- States to determine at which schools those veterans could use their benefits

# What Does The VA Do?

- Determines veteran eligibility.
- Makes payments under the various GI Bill programs.
  - Contracts with each state to approve programs.
  - Reimburses each state for all expenses.
  - Reviews approvals submitted by SAA.

# What Does an ELR Do?

- Conducts Compliance Surveys.
  - Reviews approvals received from the SAA and approve those programs for which the SAA declines approval authority.
  - Conducts liaison with school officials:
    - Answer technical questions
    - Conduct liaison visits
    - Conduct annual school workshop, June 21-23, 2004 Tradewinds Island Grand Resort, St. Pete Beach



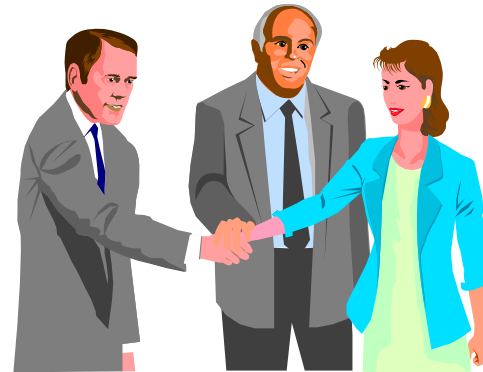
# What Does The SAA Do?

- Reviews school/program applications for state and federal requirements.
- Visits school sites to determine that they can provide the training.
- Approves programs and notifies schools and VA of the approval.
- Investigates & resolves complaints against schools.
- Performs outreach as necessary.

# Remember

- **VA** is a **FEDERAL** agency which determines whether or not a veteran, dependent, or reservist is eligible for the GI Bill.
- Each **SAA** is a **STATE** agency which determines whether or not a school or program can be approved for veterans.

VA - SAA



**A PARTNERSHIP OF THE  
SEVERAL STATES AND THE  
FEDERAL GOVERNMENT FOR  
THE PURPOSE OF SERVING  
THOSE WHO HAVE SERVED US.**



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# Questions?



# Compliance Surveys



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# What is a Compliance Survey?

- A. It's another way Big Brother has to keep track of who's being naughty or nice.**
- B. They part of an insidious plot to assist the pharmaceutical industry by keeping you on tranquilizers**
- C. It is our part of the CIA's training program for spooks.**
- D. VA's program to insure the integrity of the GI Bill and help schools serve their veteran students.**

# How Often Do We Conduct Them?

- A. Whenever we jolly well feel like it.**
- B. We use a state map mounted on a cork board and throw darts. You get hit, you get picked.**
- C. We use a complicated formula which involves the use of two Cray Supercomputers and the cooperation of the National Magnetic Laboratory at Florida State University.**
- D. Once every three years or more often if needed. Flight schools once each year.**



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# How Do We Select Schools For our Compliance Survey Schedule?

- A. We keep a list of those school officials who forgot to send us our Holiday cheer and add them to the schedule for that year.**
- B. You say something bad about us, you will be visited.**
- C. Seminoles pick Gators, Yellow Jackets pick Bulldogs, Blue Devils pick Tar Heels, etc.**
- D. New schools are surveyed once they enroll their first VA students. Thereafter, generally once every three years.**





# How Do We Arrange Our Visit To Your Campus?

- A. We check your calendar and your vacation schedule to pick the most inconvenient time for you.**
- B. We break into your office one night and wait for you to show up the next morning.**
- C. While we're in town we give you call with our cell phone and tell you that we're on our way.**
- D. We schedule all schools in advance, trying to avoid busy periods where possible. We call you a week or two in advance to make an appointment and follow up with a confirmation letter.**



# How Do We Select the Student Files That We Review?

- A. We ask the Atlanta RPO to give us the cases which cause them the most headaches.**
- B. We pick the whiners.**
- C. We use a complicated formula involving artillery trajectory tables and the total number of uses of hydrogen hydroxide.**
- D. We randomly select an appropriate number of cases from a listing of the VA students currently receiving benefits at your school.**



# What Do We Review at Institutions of Higher Learning?

**A. We don't review anything - we write our report before we get there.**

**B. We review transcripts and drop slips along with your copies of VA paperwork to insure the propriety of payments.**

**C. We review your tuition payment ledger to determine that veterans do not pay more than non-veterans.**

**D. We review our records of tutorial assistance, advertising, work study contracts, & interview work study students.**



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# What Do We Review at Non College Degree Schools?

**A. We do a white glove inspection of your auto repair and small gas engine programs.**

**B. We review the same records as at IHL's with the exception of tutorial assistance.**

**C. We review attendance records to insure that approved standards of attendance are being enforced.**

**D. We conduct a detailed taste test of the food prepared in your culinary arts program.**

# What Do We Do When We Find Errors?

**A. We have “Enforcers” to deal with certifying officials who make mistakes.**

**B. We put a lien on your home or we take your first born child.**

**C. For the proper “gratuity” we don’t find any mistakes.**

**D. We discuss each error with you as we find them. Once the visit is completed we sit down with you to go over our findings. After our return to the office, an official letter detailing our findings is mailed to your school’s chief officer.**



# How Long Must We Keep Records?

- A. For one year after the student's last date of attendance, then it must be laminated and stored in a hermetically sealed jar on Funk & Wagnall's porch.**
- B. Such records may be disposed only on the Monday after any date that the Florida Legislature adjourns with a budget on time without a special session.**
- C. You can look it up in Title 38, Code of Federal Regulations, Book G, Subpart D, Paragraph 21.4209, Subparagraph (f).**
- D. For three years after each VA student's last date of attendance.**



# Authorization to View Student Records

## **Title 38 United States Code, Section 3690(c)**

Notwithstanding any other provision of law, the records and accounts of educational institutions pertaining to eligible veterans or eligible persons....as well as the records of other students which the Secretary determines necessary to ascertain institutional compliance with the requirements of such chapters, shall be available for examination by duly authorized representatives of the Government.



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# Questions?





# Basic Form Completion



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# VA Form 22-1999 Enrollment Certification

## Identifying Information Items 1-4

- **Items 1 - 4**

- Full name of student, including middle initial
- VA file number of **veteran**. For chapter 35 dependents this will be either the SSN or C-number of the **veteran**
- Make sure the address is **current**



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# Program Identification Items 5 - 7

- **Item 5** - Be sure to check the correct block for the student's current program.
- **Item 6** - Be sure the name of program is exactly what has been approved by the SAA
- **Item 7** - Credit allow toward current program only
  - Do not list all credits transferred unless all count towards current program
  - If not yet available, state “Pending”. Pending status should be used for no more than two full quarters, semesters, terms.



# Enrollment Data

## Items 8 - 12

- **Item 8 A & B** - List each term/enrollment period.
  - IHL's show beginning and ending dates of **each term as approved by the SAA**
  - NCD's show **beginning and ending of course**, unless on term basis (certify same as IHL's)
- **Item 9**
  - **A** Semester or Quarter hours for **each term**
  - **B** Hours of secondary level courses (ch 35)
  - **C IGNORE**

# Advance Pay

- Must be signed by student or (if electronic transmission) state that signature is on file.
- School must sign agreement with ELR to participate
- Must agree to hold checks in safe place and deliver to student upon registration.



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# Certifications

- Be sure that the person signing the form is listed as a school certifying official on VA Form 22-8794 (Designation of Certifying Officials)
- **Item 16A or B:** please also include your e-mail address if you have one.
- **Item 16D:** can be no earlier than the first day of the enrollment period certified unless the student is chapter 30 or 1606, or is returning from the immediately preceding term and had been pursuing at least half time.



# VA Form 22-1999b

## Notice of Change in Student Status

### ITEM 4 - TERMINATION

- **Item 4A** - The date the student actually last attended class.
- **Item 4B** - Withdrawal or interruption (non-college) - NCD PROGRAMS
- **Item 4B** - Withdrawal during drop period - Period during which student can drop a class without academic penalty. **For VA purposes it cannot exceed 30 days.**
- **Item 4B** - With after drop - non punitive grades: Grades such as W, X, NP, etc.
- **Item 4B** - With after drop - punitive grades: Grades such as WF, F, etc.
- **Item 4B** - All others self-explanatory

# Enrollment Data Items 8 - 12

- **Item 10** - For NCD programs, clock hours of attendance **per week**.
- **Item 11** - Tuition & Fees, less than half time and active duty students.
- **Item 12** - Training time to be completed by **GRADUATE SCHOOLS ONLY**. All others - do **NOT** complete.



# Item 5 – Adjustment of Credit or Clock Hours

- **Item 5A** - Date adjustment was effective, usually last date attended a particular class(es)
- **Item 5B** - Increase (self explanatory)
- **Item 5B** - Reduction (non-college): NCD programs
- **Item 5B** - Reduction first day of term: Usually when student fails to register for a course.
- **Item 5B** - Reduction During Drop Period: Same as 4B
- **Item 5B** - Red After Drop - NP Grades Assigned - Same as 4B
- **Item 5B** - Red After Drop - Punitive Grades Assigned - Same as 4B
- **Item 5B** - Student Completed Term, But Non-Punitive Grades...
  - Student awarded end of term W, or NP, X, etc.
- **Item 5B** - Other

# Item 5 – Adjustment of Credit or Clock Hours

- **Item 5C & D** - Credit Hours Before & After Adjustment - What it says.
- **Item 5E** - Training Time After Adjustment - ONLY filled in for graduate and advanced professional (law, medical, etc.) students.
- **Item 5F & G** - Clock Hours Before & After Adjustment - What it says.
- **Item 5H** - Revised Ending Date - For NCD students
- **Item 6A & B** - Charges for Period of Enrollment - These are charges for this period AFTER the adjustment. Includes total tuition and fees charged to student.



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# Item 7 - Mitigating Circumstances

## Item 8 - Remarks

- **Item 7** - Mitigating Circumstances - If the student gives a reason (**ANY REASON**) for the change, whether a complete drop of all courses or a reduction in number of credit hours, check YES.
- **Item 8** - Remarks - This is used primarily for mitigating circumstances. Give as complete a description of the circumstances as possible, including dates, references, etc. If student has documentation for the circumstances, also state “Documentation on file.” If the reason was call to active military duty, then state, “Call to active federal military service - documentation on file.” The proper documentation in such a case would be a copy of the student’s orders.



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# Questions?



**VANCE**

The Basics



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## **The Memorandum of Understanding**

- **The MOU is an agreement between your school and VA.**
- **An MOU can be downloaded from**  
**[www.gibill.va.gov/School\\_Info/once](http://www.gibill.va.gov/School_Info/once)**
- **A signed MOU must be received by your ELR before you will be issued a password for VA-ONCE.**
- **The MOU must be signed by someone from the school who has the authority to enter into a legal contract for the school.**
- **The MOU should be mailed not faxed.**
- **You can then access the VA-ONCE site from the same web address noted above.**





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### Welcome to VA-ONCE

What is VA-ONCE? VA-ONCE is a new, enhanced alternative for submitting VA Forms 22-1999, 22-1030, 22-1030A, 22-1030B, 22-1030C, 22-1030D, 22-1030E, 22-1030F, 22-1030G, 22-1030H, 22-1030I, 22-1030J, 22-1030K, 22-1030L, 22-1030M, 22-1030N, 22-1030O, 22-1030P, 22-1030Q, 22-1030R, 22-1030S, 22-1030T, 22-1030U, 22-1030V, 22-1030W, 22-1030X, 22-1030Y, 22-1030Z, 22-1030AA, 22-1030AB, 22-1030AC, 22-1030AD, 22-1030AE, 22-1030AF, 22-1030AG, 22-1030AH, 22-1030AI, 22-1030AJ, 22-1030AK, 22-1030AL, 22-1030AM, 22-1030AN, 22-1030AO, 22-1030AP, 22-1030AQ, 22-1030AR, 22-1030AS, 22-1030AT, 22-1030AU, 22-1030AV, 22-1030AW, 22-1030AX, 22-1030AY, 22-1030AZ, 22-1030BA, 22-1030BB, 22-1030BC, 22-1030BD, 22-1030BE, 22-1030BF, 22-1030BG, 22-1030BH, 22-1030BI, 22-1030BJ, 22-1030BK, 22-1030BL, 22-1030BM, 22-1030BN, 22-1030BO, 22-1030BP, 22-1030BQ, 22-1030BR, 22-1030BS, 22-1030BT, 22-1030BU, 22-1030BV, 22-1030BW, 22-1030BX, 22-1030BY, 22-1030BZ, 22-1030CA, 22-1030CB, 22-1030CC, 22-1030CD, 22-1030CE, 22-1030CF, 22-1030CG, 22-1030CH, 22-1030CI, 22-1030CJ, 22-1030CK, 22-1030CL, 22-1030CM, 22-1030CN, 22-1030CO, 22-1030CP, 22-1030CQ, 22-1030CR, 22-1030CS, 22-1030CT, 22-1030CU, 22-1030CV, 22-1030CW, 22-1030CX, 22-1030CY, 22-1030CZ, 22-1030DA, 22-1030DB, 22-1030DC, 22-1030DD, 22-1030DE, 22-1030DF, 22-1030DG, 22-1030DH, 22-1030DI, 22-1030DJ, 22-1030DK, 22-1030DL, 22-1030DM, 22-1030DN, 22-1030DO, 22-1030DP, 22-1030DQ, 22-1030DR, 22-1030DS, 22-1030DT, 22-1030DU, 22-1030DV, 22-1030DW, 22-1030DX, 22-1030DY, 22-1030DZ, 22-1030EA, 22-1030EB, 22-1030EC, 22-1030ED, 22-1030EE, 22-1030EF, 22-1030EG, 22-1030EH, 22-1030EI, 22-1030EJ, 22-1030EK, 22-1030EL, 22-1030EM, 22-1030EN, 22-1030EO, 22-1030EP, 22-1030EQ, 22-1030ER, 22-1030ES, 22-1030ET, 22-1030EU, 22-1030EV, 22-1030EW, 22-1030EX, 22-1030EY, 22-1030EZ, 22-1030FA, 22-1030FB, 22-1030FC, 22-1030FD, 22-1030FE, 22-1030FF, 22-1030FG, 22-1030FH, 22-1030FI, 22-1030FJ, 22-1030FK, 22-1030FL, 22-1030FM, 22-1030FN, 22-1030FO, 22-1030FP, 22-1030FQ, 22-1030FR, 22-1030FS, 22-1030FT, 22-1030FU, 22-1030FV, 22-1030FW, 22-1030FX, 22-1030FY, 22-1030FZ, 22-1030GA, 22-1030GB, 22-1030GC, 22-1030GD, 22-1030GE, 22-1030GF, 22-1030GG, 22-1030GH, 22-1030GI, 22-1030GJ, 22-1030GK, 22-1030GL, 22-1030GM, 22-1030GN, 22-1030GO, 22-1030GP, 22-1030GQ, 22-1030GR, 22-1030GS, 22-1030GT, 22-1030GU, 22-1030GV, 22-1030GW, 22-1030GX, 22-1030GY, 22-1030GZ, 22-1030HA, 22-1030HB, 22-1030HC, 22-1030HD, 22-1030HE, 22-1030HF, 22-1030HG, 22-1030HH, 22-1030HI, 22-1030HJ, 22-1030HK, 22-1030HL, 22-1030HM, 22-1030HN, 22-1030HO, 22-1030HP, 22-1030HQ, 22-1030HR, 22-1030HS, 22-1030HT, 22-1030HU, 22-1030HV, 22-1030HW, 22-1030HX, 22-1030HY, 22-1030HZ, 22-1030IA, 22-1030IB, 22-1030IC, 22-1030ID, 22-1030IE, 22-1030IF, 22-1030IG, 22-1030IH, 22-1030II, 22-1030IJ, 22-1030IK, 22-1030IL, 22-1030IM, 22-1030IN, 22-1030IO, 22-1030IP, 22-1030IQ, 22-1030IR, 22-1030IS, 22-1030IT, 22-1030IU, 22-1030IV, 22-1030IW, 22-1030IX, 22-1030IY, 22-1030IZ, 22-1030JA, 22-1030JB, 22-1030JC, 22-1030JD, 22-1030JE, 22-1030JF, 22-1030JG, 22-1030JH, 22-1030JI, 22-1030JJ, 22-1030JK, 22-1030JL, 22-1030JM, 22-1030JN, 22-1030JO, 22-1030JP, 22-1030JQ, 22-1030JR, 22-1030JS, 22-1030JT, 22-1030JU, 22-1030JV, 22-1030JW, 22-1030JX, 22-1030JY, 22-1030JZ, 22-1030KA, 22-1030KB, 22-1030KC, 22-1030KD, 22-1030KE, 22-1030KF, 22-1030KG, 22-1030KH, 22-1030KI, 22-1030KJ, 22-1030KK, 22-1030KL, 22-1030KM, 22-1030KN, 22-1030KO, 22-1030KP, 22-1030KQ, 22-1030KR, 22-1030KS, 22-1030KT, 22-1030KU, 22-1030KV, 22-1030KW, 22-1030KX, 22-1030KY, 22-1030KZ, 22-1030LA, 22-1030LB, 22-1030LC, 22-1030LD, 22-1030LE, 22-1030LF, 22-1030LG, 22-1030LH, 22-1030LI, 22-1030LJ, 22-1030LK, 22-1030LL, 22-1030LM, 22-1030LN, 22-1030LO, 22-1030LP, 22-1030LQ, 22-1030LR, 22-1030LS, 22-1030LT, 22-1030LU, 22-1030LV, 22-1030LW, 22-1030LX, 22-1030LY, 22-1030LZ, 22-1030MA, 22-1030MB, 22-1030MC, 22-1030MD, 22-1030ME, 22-1030MF, 22-1030MG, 22-1030MH, 22-1030MI, 22-1030MJ, 22-1030MK, 22-1030ML, 22-1030MM, 22-1030MN, 22-1030MO, 22-1030MP, 22-1030MQ, 22-1030MR, 22-1030MS, 22-1030MT, 22-1030MU, 22-1030MV, 22-1030MW, 22-1030MX, 22-1030MY, 22-1030MZ, 22-1030NA, 22-1030NB, 22-1030NC, 22-1030ND, 22-1030NE, 22-1030NF, 22-1030NG, 22-1030NH, 22-1030NI, 22-1030NJ, 22-1030NK, 22-1030NL, 22-1030NM, 22-1030NN, 22-1030NO, 22-1030NP, 22-1030NQ, 22-1030NR, 22-1030NS, 22-1030NT, 22-1030NU, 22-1030NV, 22-1030NW, 22-1030NX, 22-1030NY, 22-1030NZ, 22-1030OA, 22-1030OB, 22-1030OC, 22-1030OD, 22-1030OE, 22-1030OF, 22-1030OG, 22-1030OH, 22-1030OI, 22-1030OJ, 22-1030OK, 22-1030OL, 22-1030OM, 22-1030ON, 22-1030OO, 22-1030OP, 22-1030OQ, 22-1030OR, 22-1030OS, 22-1030OT, 22-1030OU, 22-1030OV, 22-1030OW, 22-1030OX, 22-1030OY, 22-1030OZ, 22-1030PA, 22-1030PB, 22-1030PC, 22-1030PD, 22-1030PE, 22-1030PF, 22-1030PG, 22-1030PH, 22-1030PI, 22-1030PJ, 22-1030PK, 22-1030PL, 22-1030PM, 22-1030PN, 22-1030PO, 22-1030PP, 22-1030PQ, 22-1030PR, 22-1030PS, 22-1030PT, 22-1030PU, 22-1030PV, 22-1030PW, 22-1030PX, 22-1030PY, 22-1030PZ, 22-1030QA, 22-1030QB, 22-1030QC, 22-1030QD, 22-1030QE, 22-1030QF, 22-1030QG, 22-1030QH, 22-1030QI, 22-1030QJ, 22-1030QK, 22-1030QL, 22-1030QM, 22-1030QN, 22-1030QO, 22-1030QP, 22-1030QQ, 22-1030QR, 22-1030QS, 22-1030QT, 22-1030QU, 22-1030QV, 22-1030QW, 22-1030QX, 22-1030QY, 22-1030QZ, 22-1030RA, 22-1030RB, 22-1030RC, 22-1030RD, 22-1030RE, 22-1030RF, 22-1030RG, 22-1030RH, 22-1030RI, 22-1030RJ, 22-1030RK, 22-1030RL, 22-1030RM, 22-1030RN, 22-1030RO, 22-1030RP, 22-1030RQ, 22-1030RR, 22-1030RS, 22-1030RT, 22-1030RU, 22-1030RV, 22-1030RW, 22-1030RX, 22-1030RY, 22-1030RZ, 22-1030SA, 22-1030SB, 22-1030SC, 22-1030SD, 22-1030SE, 22-1030SF, 22-1030SG, 22-1030SH, 22-1030SI, 22-1030SJ, 22-1030SK, 22-1030SL, 22-1030SM, 22-1030SN, 22-1030SO, 22-1030SP, 22-1030SQ, 22-1030SR, 22-1030SS, 22-1030ST, 22-1030SU, 22-1030SV, 22-1030SW, 22-1030SX, 22-1030SY, 22-1030SZ, 22-1030TA, 22-1030TB, 22-1030TC, 22-1030TD, 22-1030TE, 22-1030TF, 22-1030TG, 22-1030TH, 22-1030TI, 22-1030TJ, 22-1030TK, 22-1030TL, 22-1030TM, 22-1030TN, 22-1030TO, 22-1030TP, 22-1030TQ, 22-1030TR, 22-1030TS, 22-1030TT, 22-1030TU, 22-1030TV, 22-1030TW, 22-1030TX, 22-1030TY, 22-1030TZ, 22-1030UA, 22-1030UB, 22-1030UC, 22-1030UD, 22-1030UE, 22-1030UF, 22-1030UG, 22-1030UH, 22-1030UI, 22-1030UJ, 22-1030UK, 22-1030UL, 22-1030UM, 22-1030UN, 22-1030UO, 22-1030UP, 22-1030UQ, 22-1030UR, 22-1030US, 22-1030UT, 22-1030UU, 22-1030UV, 22-1030UW, 22-1030UX, 22-1030UY, 22-1030UZ, 22-1030VA, 22-1030VB, 22-1030VC, 22-1030VD, 22-1030VE, 22-1030VF, 22-1030VG, 22-1030VH, 22-1030VI, 22-1030VJ, 22-1030VK, 22-1030VL, 22-1030VM, 22-1030VN, 22-1030VO, 22-1030VP, 22-1030VQ, 22-1030VR, 22-1030VS, 22-1030VT, 22-1030VU, 22-1030VV, 22-1030VW, 22-1030VX, 22-1030VY, 22-1030VZ, 22-1030WA, 22-1030WB, 22-1030WC, 22-1030WD, 22-1030WE, 22-1030WF, 22-1030WG, 22-1030WH, 22-1030WI, 22-1030WJ, 22-1030WK, 22-1030WL, 22-1030WM, 22-1030WN, 22-1030WO, 22-1030WP, 22-1030WQ, 22-1030WR, 22-1030WS, 22-1030WT, 22-1030WU, 22-1030WV, 22-1030WW, 22-1030WX, 22-1030WY, 22-1030WZ, 22-1030XA, 22-1030XB, 22-1030XC, 22-1030XD, 22-1030XE, 22-1030XF, 22-1030XG, 22-1030XH, 22-1030XI, 22-1030XJ, 22-1030XK, 22-1030XL, 22-1030XM, 22-1030XN, 22-1030XO, 22-1030XP, 22-1030XQ, 22-1030XR, 22-1030XS, 22-1030XT, 22-1030XU, 22-1030XV, 22-1030XW, 22-1030XX, 22-1030XY, 22-1030XZ, 22-1030YA, 22-1030YB, 22-1030YC, 22-1030YD, 22-1030YE, 22-1030YF, 22-1030YG, 22-1030YH, 22-1030YI, 22-1030YJ, 22-1030YK, 22-1030YL, 22-1030YM, 22-1030YN, 22-1030YO, 22-1030YP, 22-1030YQ, 22-1030YR, 22-1030YS, 22-1030YT, 22-1030YU, 22-1030YV, 22-1030YW, 22-1030YX, 22-1030YY, 22-1030YZ, 22-1030ZA, 22-1030ZB, 22-1030ZC, 22-1030ZD, 22-1030ZE, 22-1030ZF, 22-1030ZG, 22-1030ZH, 22-1030ZI, 22-1030ZJ, 22-1030ZK, 22-1030ZL, 22-1030ZM, 22-1030ZN, 22-1030ZO, 22-1030ZP, 22-1030ZQ, 22-1030ZR, 22-1030ZS, 22-1030ZT, 22-1030ZU, 22-1030ZV, 22-1030ZW, 22-1030ZX, 22-1030ZY, 22-1030ZZ

What is needed to run VA-ONCE? To use VA-ONCE, you must be using a recent version of either the Microsoft Internet Explorer (IE 6.0 or higher) or Netscape Navigator (NN v6.02 or higher) browsers.

What is needed to submit forms using VA-ONCE? Your school must submit a Memorandum of Understanding (MOU), please contact the [VA-ONCE VBA Representative](#) to acquire one. After submission and review, the VBA Representative (ELR) will be contacting you with the appropriate login information. Otherwise, please click on the [VA-ONCE VBA Representative](#) link.

#### Start VA-ONCE

Start VA-ONCE using text only mode (This only applies to the login screen. If you would like to set text-only mode, you can find an option for it in user preferences)



#### Links

[Education Liaison Representatives](#)

[Education Home Page](#)

[Scheduled Events and Conferences](#)

[Web Automated Reference Materials System](#)

#### Documents

[VA Education Manual for School Officials \(AACRAO Manual\)](#)

[Education Forms](#)

[Memorandum of Understanding](#)

Please type in your Login Name and Password

Login Name:

Password:

[E-mail me my password?](#)

[Show me my password hint?](#)


#### News Flash

VA-ONCE Update 5/03/04



VA Regional Processing Office  
2006 CONFERENCE

# VANCE



ADMINISTRATOR  
1-1-1111-11

## Student School Detail

[Print](#)

### Select Student

Search by Last Name Starts With

Search Type      Search Range      Search Text

Search Clear

All ECERT U (1-1-11) All All All

Status and      Facility Code and      Chapter and      Training Type and      Program and

101 CENTR  to  ALL All

RPO and      Date Range or      Days until Cert End or      Training Time

Filter Reset

Showing 1- 4 of 4 records

	SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code	
	2 525-25-2525		00	<a href="#">BOND</a>	JAME	30	AAS MAN EN	9/9/2003 8:40:57 AM	11111111	
	2 939-29-9392	939-29-9392	00	SIMPSON	HOMER	30	BS SCIEN CE	10/29/2003 8:31:28 AM	11111111	
	2 343-24-5613		00	SMITH	JOHN	30	BS SCIEN CE		11111111	
	2 987-65-4321		00	TEST	NEW	30	BS SCIEN CE	8/26/2003 10:41:11 AM	11111111	

Tasks    Margin    Help







VA Regional Processing Office  
2006 CONFERENCE

# VANCE

## VANCE

VApnce04  
2-2-2222-22



Select



Admin



Reports



Logout

User School Maintenance

User Accounts


User Preferences

Administration Functions



VA Regional Processing Office  
2006 CONFERENCE


# VANCE




VAnce04  
2-2-2222-22




Select



Admin



Reports



Logout

User School Maintenance

School Standard Remarks  
Standard Terms  
Standard Programs  
Flight Instruction Types  
User Defined Fields


istration Functions


Tasks Margin Help





**VANCE**
Add Delete Alphabetize
Print

VANCE04  
2-2-2222-22

  
Select

  
Admin

  
Reports

  
Logout

### Standard Programs

Abbreviation	Program	Facility Code	Deact	Order #
BS Comp Sc	<u>BS Computer Science</u>	22222222		2
BS Math	BS Mathematics	22222222		1
Crt Bsk We	Certification Basket Weaving	33333333		3
Crt Fst Fd	Certification Fast Food Service	33333333		4

#### Edit Program

Program Abbreviation

Program Name

Facility Code

Order Number

☐  
Deactivate

Tasks
Margin
Help



VA Regional Processing Office  
2006 CONFERENCE

# VANCE

## Standard Terms

Term Name	Facility Code	Begin Date	End Date	Drop Date	Break Days	Order #	Deact
spring 03	11111111	06/15/2003	07/15/2003			2	
Fall 03	11111111	08/16/2003	12/14/2003			1	
Fall 03a	22221111	08/20/2003	12/17/2003			3	
Fall 03a	11111111	08/20/2003	12/17/2003	08/21/2003		4	

## Edit Term

Save

Cancel

spring 03

Term Name\*

11111111 (ECERT UNIVERSITY IHL)

Facility Code

06/15/2003

Begin Date\*

Break Days

07/15/2003

End Date\*

Semester

Term Type\*

2

Order Number

Drop Date

☐


Deactivated





VA Regional Processing Office  
2006 CONFERENCE





ADMINISTRATOR  
1-1-1111-11

### Student School Detail

[Print](#)

#### Select Student

Search by Last Name Starts With 
[Search](#)
[Clear](#)

Search Type
Search Range
Search Text

All  
Status and

ECERT U (1-1-11)  
Facility Code and

All  
Chapter and

All  
Training Type and

All  
Program and

101 CENTR  
RPO and

to   
Date Range or

ALL  
Days until  
Cert End or

All  
Training Time

[Filter](#)
[Reset](#)

Showing 1 - 4 of 4 records

	SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code	
2	525-25-2525		00	<a href="#">BOND</a>	JAME	30	AAS MAN EN	9/9/2003 9:40:57 AM	11111111	
2	939-29-9392	939-29-9392	00	SIMPSON	HOMER	30	BS SCIEN CE	10/29/2003 8:31:28 AM	11111111	
2	343-24-5613		00	SMITH	JOHN	30	BS SCIEN CE		11111111	
2	987-65-4321		00	TEST	NEW	30	BS SCIEN CE	8/26/2003 10:41:11 AM	11111111	

Tasks
Margin
Help





VA Regional Processing Office  
2006 CONFERENCE

# VANCE

ADMINISTRATOR  
1-1-1111-11

Select

Admin

Reports

Logout

Tasks

Margin

Help

## Student School Detail

Print

Search

h

e

Search Text

**Search** **Clear**

All Chapter and All Training Type and All Program and

ALL Training Time

**Filter** **Reset**

Adopt

Access

Delete

Undelete

Activate

Deactivate

Change SSN


Showing 1 - 4 of 4 records

	SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code	
2	525-25-2525		00	BOND	JAME	30	AAS MAN EN	9/9/2003 9:40:57 AM	11111111	
2	939-29-9392	939-29-9392	00	SIMPSON	HOMER	30	BS SCIEN CE	10/29/2003 8:31:28 AM	11111111	
2	343-24-5613		00	SMITH	JOHN	30	BS SCIEN CE		11111111	
2	987-65-4321		00	TEST	NEW	30	BS SCIEN CE	8/26/2003 10:41:11 AM	11111111	




VA Regional Processing Office  
2006 CONFERENCE


# VANCE



VAnce04  
2-2-2222-22



Select



Admin

Adopt a Student

Enter the following information for the student

Last Name\*

Facility Code\*

SSN\*

☐ Student Has No SSN

OK
Cancel

This student exists at the another school, but not the current school. The system will allow you to adopt. If this is the student you want to adopt, click "OK" to continue. Or, click "Cancel" to return to the student select page.

First Name	Middle Name	Last Name	School Facility Code	School Name	School Status
HOMER		SIMPSON	1-1-1111-11	ECERT UNIVERSITY IHL	W

OK

Cancel





VA Regional Processing Office  
2006 CONFERENCE

# VANCE

eCERT Student Bio - Microsoft Internet Explorer

Save Cancel Print ◀ Student ▶

**edu**CERT  
eduhorse  
1-4-9264-46

**Bio Data**

Name: MOORE,      Program:  
SSN: 211-15-2176      Chapter:  
File/Payee: 00 000 000/      Training Type:

1

**Bio   Certs   VA Data   Log   History**

Salutation   First Name\*   Middle Name   Last Name\*   Suffix

211-15-2176   Address   Location Domestic

SSN\*   Student ID

File Number   Payee#   Chapter\*

Training Type\*

School Short Name   Facility Code   City\*   State\*

Program\*   Zip\*   Zip Suffix

Prior Training Credit\*   Phone   Extension

☐ Guest Student   ☐ Active Duty   Email

Primary School Name   Notes

User Def 1   User Def 2   User Def 3   User Def 4 ☐

**Select**  
**Admin**  
**Reports**  
**Logout**






VA Regional Processing Office  
2006 CONFERENCE

# VANCE

eCERT Certs - Microsoft Internet Explorer

**Cert Complete Submit** Print Student

---




ADMINISTRATOR  
1-41111-11

**Certs**

Name: TEST, NEW      Program: BS SCIENCE  
 SSN: 987-65-4321      Chapter: 30  
 File/Payee: 00 000 000/00      Training Type: Undergraduate

4



---

Bio
**Certs**
VA Data
Log
History

All All All

to

Filter

	Term Name	Status	Facility Code	Begin Date Range	End Date Range						
	Term Name	Info	Begin Date	End Date	Credit	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID	
3	<a href="#">SPRING 03</a>		06/15/2003	07/15/2003	9				11111111		
▶ 4	FALL 03		08/16/2003	12/14/2003	9				11111111	34	
▶ 4	FALL 03		08/16/2003	12/14/2003	6				11111111	234	

**View Enrollment** Save Cancel

**Facility:** 11111111     
 **Trng Type:** IHL\_UNDERGRAD     
 **Prgrm:** BS SCIENCE     
 **Prior Credit:** 3

**Term Name:** SPRING 03   
 **Begin Date:** 06/15/2003   
 **End Date:** 07/15/2003   
 ▶ **Credit:** 9

**Clock:**    **R/D:**    **Tuition & Fees:**

☐ Advance Pay   
 ☐ Accelerated Pay (high-tech courses only)

**LDA/EFF Date:**

**Remarks:**

[Modify](#) [Remarks List](#)


Tasks Margin Help






VA Regional Processing Office  
2006 CONFERENCE

# VANCE


**CERT**  
ADMINISTRATOR  
1-1-1111-11


**Cert Complete Submit**  
New  
Amend  
Adjust  
Terminate  
Delete  
Change to Status 2


**Certs**  
Program: BS SCIENCE  
Chapter: 30  
Training Type: Undergraduate  
**2**




**VA Data** **Log** **History**

**Select**





**Admin**

**Reports**

**Logout**

All  All  All  to

Term Name Status Facility Code Begin Date Range End Date Range **Filter**

	Term Name	Info	Begin Date	End Date	Credit	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
3	SPRING 03		06/15/2003	07/15/2003	9				11111111	
4	FALL 03		08/16/2003	12/14/2003	9				11111111	34
4	FALL 03		08/16/2003	12/14/2003	6				11111111	234
2									11111111	

**Edit Enrollment** **Save** **Cancel**  
Facility: 11111111 Trng Type: IHL\_UNDERGRAD Prgrm: BS SCIENCE Prior Credit: **2**

Term Name Begin Date End Date Credit Clock R/D Tuition & Fees

☐ Advance Pay ☐ Accelerated Pay (high-tech courses only)

LDA/EFF Date

Remarks **Modify Remarks List**

Tasks Margin Help



VA Regional Processing Office  
2006 CONFERENCE

# VANCE

eCERT Certs - Microsoft Internet Explorer

**Cert Complete Sub** Print Student

**ADMINISTRATOR**  
1-1-1111-11

**Certs**  
Program: AAS MAN EN  
Chapter: 30  
Training Type: Undergraduate **3**

**VA Data** **Log** **History**

How do I start a certification?  
How do I use my standard terms?  
Can I enter a term manually?  
What is R/D?  
What is Accelerated Pay?  
When do I use the LDA/EFF Date?  
How do I add Remarks to a certification?  
How do I send the information to the VA?  
Can I send multiple terms?  
What happens when the system times out?  
Click for all topics...

**New**  
**Amend**  
Adjust  
Termi  
Delete  
Change to Status 2

**Amend Certification**

	Term Name	Info	Begin Date	End Date	Credit	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
4	SPRING 03		06/15/2003	07/15/2003	12				11111111	687
4	FALL 03A		08/20/2003	12/17/2003	9				11111111	687
2	FALL 03A		08/20/2003	12/17/2003	9			09/02/2003	11111111	
4	FALL 03A		08/20/2003	12/17/2003	12				11111111	687
3	FALL 03A		08/20/2003	12/17/2003	6				11111111	

**View Enrollment** Save Cancel

Facility: 11111111 Trng Type: IHL\_UNDERGRAD Prgrm: AAS MAN EN Prior Credit: **4**

FALL 03A 08/20/2003 12/17/2003 12

Term Name Begin Date End Date Credit Clock R/D Tuition & Fees

☐ Advance Pay ☐ Accelerated Pay (high-tech courses only)

LDA/EFF Date

Remarks Modify Remarks List





VA Regional Processing Office  
2006 CONFERENCE

# VANCE

**Cert Complete Sub** Print Student

**Certs**  
Program: BS SCIENCE  
Chapter: 30  
Training Type: Graduate

**2**

**VA Data** **Log** **History**

All  to  **Filter**

	Term Name	Info	Begin Date	End Date	Credit	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
▶ 4	SUM		05/26/2003	08/09/2003	0				11111111	1120
▶ 4	SPRING 03		06/15/2003	07/15/2003	6				11111111	1120
▶ 4	FALL 03A		08/20/2003	12/17/2003	12				11111111	1120
▼ 4	SPRING		01/09/2004	05/11/2004	12				11111111	1120
—2	SPRING		01/09/2004	05/11/2004	12				11111111	

**Edit Adjustment** Save Cancel

Facility: 11111111 Trng Type: IHL\_UNDERGRAD Prgrm: BS SCIENCE Prior Credit: **2**

SPRING	01/09/2004	05/11/2004	▶	12			
Term Name	Begin Date	End Date		Credit	Clock	R/D	Tuition & Fees
<input type="checkbox"/> Advance Pay	<input type="checkbox"/> Accelerated Pay (high-tech courses only)						
Reason for Adjustment							
LDA/EFF Date							
Remarks							

**Edit Amendment** Save Cancel

Facility: 11111111 Trng Type: IHL\_UNDERGRAD Prgrm: AAS MAN EN Prior Credit: **2**

FALL 03A	08/20/2003	12/17/2003	▶	12			
Term Name	Begin Date	End Date		Credit	Clock	R/D	Tuition & Fees
<input type="checkbox"/> Advance Pay	<input type="checkbox"/> Accelerated Pay (high-tech courses only)						
LDA/EFF Date							
Remarks							

Modify Remarks List

Amendment Certification Replaces 1999 Dated: 09/09/2003



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# VANCE

eCERT Certs - Microsoft Internet Explorer

**Cert Complete Subr** Print Student

**Certs**  
Program: AAS MAN EN  
Chapter: 30  
Training Type: Undergraduate 2

**VA Data** **Log** **History**

How do I start a certification?  
How do I use my standard terms?  
Can I enter a term manually?  
What is R/D?  
What is Accelerated Pay?  
When do I use the LDA/EFF Date?  
How do I add Remarks to a certification?  
How do I send the information to the VA?  
Can I send multiple terms?  
What happens when the system times out?  
[Click for all topics...](#)

**ADMINISTRATOR**  
1-1-1111-11

**Termination**  
New  
Amend  
Adjust  
**Terminate**  
Delete  
Char **Terminate Certification**

Facility Code: All to Filter

Begin Date Range: End Date Range

	Term Name	Info	Begin Date	End Date	Credit	R/D	Clock	LDA/EFF Date	Facility Code	Cert ID
▶ 4	SPRING 03		06/15/2003	07/15/2003	12				11111111	687
▼ 4	FALL 03A		08/20/2003	12/17/2003	12				11111111	687
— 2	FALL 03A		08/20/2003	12/17/2003	12				11111111	
— 2	FALL 03A		08/20/2003	12/17/2003	12			11/04/2003	11111111	
— 2	FALL 03A		08/20/2003	12/17/2003	12			11/04/2003	11111111	

**Edit Termination** Save Cancel

Facility: 11111111 Trng Type: IHL\_UNDERGRAD Prgrm: AAS MAN EN Prior Credit: **2**

FALL 03A 08/20/2003 12/17/2003 ▶ 0

Term Name Begin Date End Date Credit Clock R/D Tuition & Fees

☐ Advance Pay ☐ Accelerated Pay (high-tech courses only)

LDA/EFF Date

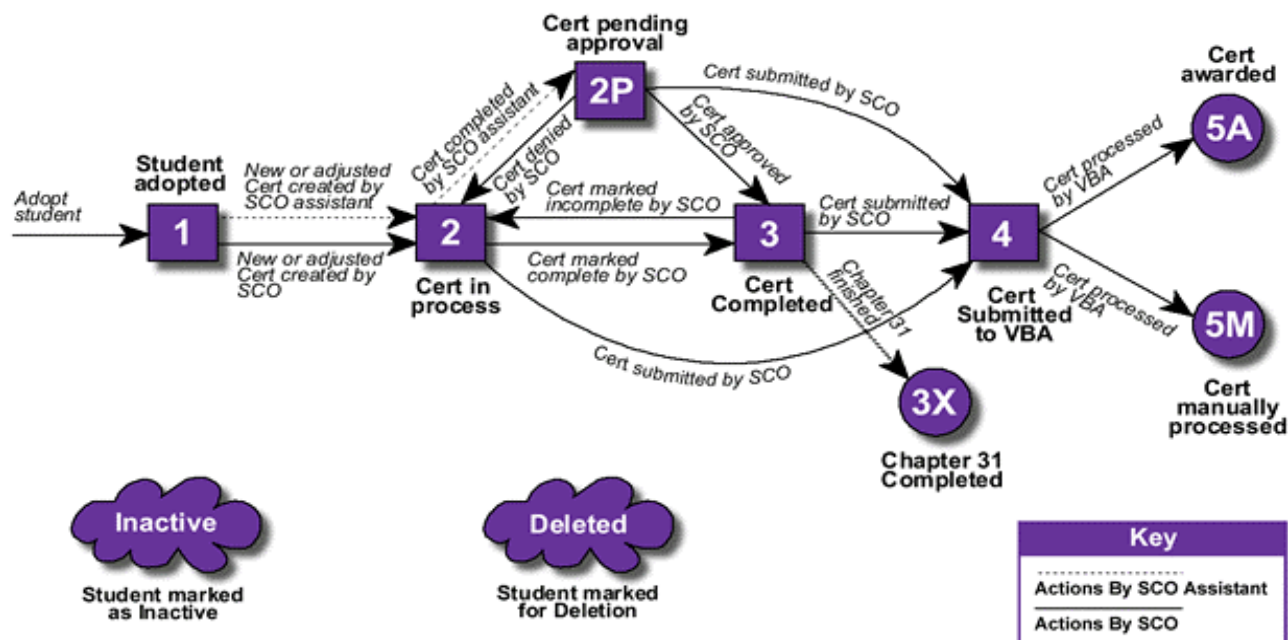
Remarks


Reason for Termination

- End Of Term Or Course
- Graduation
- Unsatisfactory Attendance, Conduct, Or Progress
- Withdraw Before Beginning Of Term
- Withdrawal After Drop Period - Non-Punitive Grades Assigned
- Withdrawal After Drop Period - Punitive Grades Assigned
- Withdrawal During Drop Period



## eCERT Status Chart



An outline of the VA-ONCE process can be viewed by clicking the  button in the upper right hand corner of the screen.



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# VANCE

eCERT VA Data - Microsoft Internet Explorer

Print Student

**VA Data**

Name: GOODSTUDENT, AREALLY  
SSN: 261-87-87 87  
File/Payee: 261-87-8787/00

Program: MBA  
Chapter: 30  
Training Type: Graduate

SM

**Bio Certs VA Data Log History**

**Select**  
**Admin**  
**Reports**  
**Logout**

Full Name: AREALLY GOODSTUDENT  
File/Payee# : 261878787  
Delimiting Date: 20070324  
Remaining Entitlement Months as of No Pay Date: 11  
Remaining Entitlement Days as of No Pay Date: 15  
Chapter: 30  
Current Facility Code: 31813181  
BDN Master Record Status: ACTIVE

Begin Date	End Date	Training Type	Training Time	Monthly Rate	Current Award
6/15/2003	00000000	GRADUATE	FULL	0090000	PAST
7/11/2003	00000000	GRADUATE	FULL	0090000	PAST
7/14/2003	00000000	GRADUATE	FULL	0090000	CURRENT
9/14/2003	9/21/2003	GRADUATE	FULL	0090000	FUTURE

The information shown above is only for Chapter 30 and Chapter 1606. The type of training must be payable in our Benefits Delivery Network (BDN) system. Any payment that is generated outside of BDN (for example: Flight, On the Job Training, Apprenticeship, or Correspondence) will not be displayed above. Please see the help text questions for more information on the VA Data.

Tasks Margin Help





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# VANCE

eCERT Student Log - Microsoft Internet Explorer

**ADMINISTRATOR**  
1-1-1111-11

**Add** **Print** **Student**

**Log**

Name: TEST, NEW  
SSN: 987-65-4321  
File/Payer: 00 000 000/00

Program: BS SCIENCE  
Chapter: 30  
Training Type: Undergraduate

**4**

**Bio** **Certs** **VA Data** **Log** **History**

Read	User Name	User Type	Date Time	Facility Code/RPO	Log Entry	Follow Up
	ADMINISTRATOR	CORPO	11/6/2003 10:47:41 AM	11111111	Student visited me on Tuesday. Requested a MGIB brochure.	
	ADMINISTRATOR	SCHOOL	11/6/2003 10:47:41 AM	11111111	Student visited me on Tuesday. Requested a MGIB brochure.	

**Select** **Admin** **Reports** **Logout**

**Edit Log Entry** **Save** **Cancel**

Log Entry ☐ Follow Up ☐ Read

Student visited me on Tuesday. Requested a MGIB brochure.


Tasks Margin Help





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# VANCE




ADMINISTRATOR  
1-1-1111-11

**History**

Name: BOND, JAME  
SSN: 525-25-2525  
File/Payee: 00 000 000/00

Program: AAS MAN EN  
Chapter: 30  
Training Type: Undergraduate

**3**



**Bio**   **Certs**   **VA Data**   **Log**   **History**

This page shows you a system generated history of this student.

You can use this as an audit trail to see exactly when a certification was created or submitted.

User Name	Type	Event Date	Code	Event Type	Event Description
ADMINISTRATOR	SCHOOL	10/29/2003 9:47:24 AM	1-1-1111-11	Complete	<u>The term starting on 8/20/2003 and ending on 12/17/2003 was completed.</u>
ADMINISTRATOR	SCHOOL	10/29/2003 9:47:05 AM	1-1-1111-11	Enroll	A new Enrollment was created on 10/29/2003.
ADMINISTRATOR	SCHOOL	9/22/2003 2:29:58 PM	1-1-1111-11	Submit	The term starting on 6/15/2003 and ending on 7/15/2003 was submitted.
ADMINISTRATOR	SCHOOL	9/22/2003 2:29:42 PM	1-1-1111-11	Enroll	A new Enrollment was created on 09/22/2003.
ADMINISTRATOR	SCHOOL	9/9/2003 9:41:08 AM	1-1-1111-11	Adjust	An Adjustment was added to the term starting on 08/20/2003 and ending on 12/17/2003.
ADMINISTRATOR	SCHOOL	9/9/2003 9:40:57 AM	1-1-1111-11	Submit	The term starting on 8/20/2003 and ending on 12/17/2003 was submitted.
ADMINISTRATOR	SCHOOL	9/9/2003 9:40:33 AM	1-1-1111-11	Enroll	A new Enrollment was created on 09/09/2003.
ADMINISTRATOR	SCHOOL	9/9/2003 9:39:36 AM	1-1-1111-11	Adopt	Student Adopted

Tasks   Margin   Help



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VA-ONCE Reports - Microsoft Internet Explorer

Report Group 1  
Submitted Certs Report

33ricex  
3-1-9999-33

Local intranet

Admin

Reports

Logout

Tasks

Margin

Help

Done

Submitted Certs Report - Microsoft Internet Explorer

Print

Select Cert for Printing

All

Facility Code and

ALL

Cert Type and

All

Chapter Type and

Filter

Reset

02/23/2006 to 02/23/2006

Date Range

Showing 1-3 of 3 records

	SSN	File #	Last Name	First Name	Chapt	Cert id	Submitted	Cert Type
<input type="checkbox"/>	4 674839234	674839234	CAIN	JOE	REAP	1765301	02/23/2006	ENROLLMENT
<input type="checkbox"/>	4 674839234	674839234	CAIN	JOE	REAP	1765492	02/23/2006	ADJUSTMENT
<input type="checkbox"/>	4 674839234	674839234	CAIN	JOE	REAP	1765539	02/23/2006	TERMINATION

Local intranet



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**VANCE**

# Questions?





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X Y Z

# Measurement and Pay

## Institutions of Higher Learning



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# Calculation of Training Time

- Undergraduates measured by VA, usually at 12 semester or quarter hours = full time.
- Graduate students are measured by VA based upon the training time certified by the school.

# Graduate

- We first look at the full time measurement filed on the OLAF E01 screen.
- If the entry is “AS CERTIFIED” accept the school’s certification as to the training time.



# Graduate

If the term is of nonstandard length, we must compute “equivalent credit hours”. Pay is based on which method gives the higher training time..



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# Standard Undergraduate Term

Training time always based on:

12 credit hours = full time

9 credit hours = three quarter time

6 credit hours = half time

# Standard Terms

Standard Semester = 15 - 19 weeks.

Standard Quarter = 10 - 13 weeks.

**Length of Term:** Divide number of days in term by 7, disregarding remainders of 3 days or less, and adding one week for remainders of 4 days or more. Deduct one week for each one week break or holiday during the term.



# Equivalent Semester Hours

**Semester hours pursued during a term multiplied times 18, divided by length of the term in weeks.**

## Equivalent Quarter Hours

**Quarter hours pursued during a term multiplied times 12, divided by length of the term in weeks.**



# Undergraduate Courses As Part Of Graduate Program

Apply the same principle of the nonstandard length. Pay based on whichever method gives the higher training time.

# Examples

- June 9 - July 28, 2004: 50 days divided by 7 = 7 weeks one day. Seven week session.
- June 9 - August 15, 2004: 68 days divided by 7 = 9 weeks 5 days. Ten week session.
- May 12 - July 28, 2004
  - 78 days divided by 7 = 11 weeks one day. Eleven week session.

# Overlapping Sessions

- Combine equivalent hours only for periods where sessions overlap and pay accordingly.

**May 15-July 15 (9 weeks) 3 sem hrs = ECH 6 sem hrs**

**May 15-August 25 (15 weeks) 6 sem hrs = 1/2**

**Award: May 15 - July 15 (9 sem hrs = full time)**

**July 15 - August 25 (6 sem hrs = half time)**





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# Interval Payment

- An interval is the period of time between regularly scheduled terms or other periods of instruction
- Pay intervals unless the interval exceeds 8 weeks, and the terms before and after the break is less than the break.
- A summer term may be divided into several summer sessions. A summer term interval which exceeds 30 days cannot be paid unless the the summer term is at least 8 weeks long.



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# Repeating Courses

- We will not pay a student to re-take a course which was previously satisfactorily completed.
- Doesn't matter whether or not the student received VA education benefits for the prior attempt.
- Students can repeat courses for which a D was previously earned if a C or better is required for the student's **current** program.
- Exception: when student is using the rounding out of terms rule during his/her last term in that program.

# Supplemental Enrollment

- General. Supplemental enrollment exist whenever a student's approved program of education involves training at more than one school.
- The primary school must certify that it will give credit for the specific subjects taken at the supplemental school and that the subjects taken apply to the students objective.
- Each school, primary and supplemental, certifies the student for courses taken at their school/campus.



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# Dual Degrees

- If specific dual degrees/majors are listed in school's approved catalog along with the specific requirements for each, no additional approval action is required.
- If specific requirements not listed in approved catalog, then dual degrees/majors must be approved by the SAA on a case by case basis.

# Rounding Out Of Terms

Generally, VA may not pay for courses that are not part of the claimant's program of education. However, for degree courses taken on a quarter, semester, or term basis, rounding out of terms is permitted. This means that a claimant may enroll in sufficient credit hours during his or her one last term to allow payment of (up to and including) full-time training.

# Credit for Prior Training

- Schools **must** review **all** prior education and training.
- Student has no choice - even if (s)he doesn't want prior credit transferred, school **must** do the transfer & evaluation.
- Schools are not required to grant transfer credit, but must evaluate it and grant it in accordance with the rules published in their approved catalog.
- Schools should accomplish this in first two terms of enrollment to avoid certifying the student for courses previously satisfactorily completed from transfers.



# Deficiency, Remedial, & Refresher Courses

- Deficiency course: Secondary level course required to correct a deficiency in a particular subject matter.
- Remedial course: Secondary level course required to overcome a handicap such as in speech or hearing.
- Refresher course: A course previously taken during or prior to veteran's military service and in which significant technological advances have occurred, e.g., computer repair or programming.
- Courses must be necessary for or required pre-requisites to pursuit of student's current program.



# Measurement and Pay

## Non-College Degree (NCD) Programs



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# Clock Hour Measurement

- Title 38 CFR 21.4270
  - Basically, Non-College Degree (NCD) Programs, not offered by an Institution of Higher Learning are measured on clock hours



# Full Time Measurement

(Hours per Week)

- **Classroom Theory**

- 18 hrs = full time
- 13-17 = 3/4 time
- 9-12 = half time
- 5-8 = less than half,  
more than 1/4 time
- 1-4 = quarter time

- **Shop Practice**

- 22 hrs = full time
- 16-21 = 3/4 time
- 11-15 = half time
- 6-10 = less than half,  
more than 1/4 time
- 1-5 = quarter time

# Computing Clock Hours

- One clock hour = 60 minutes of instruction.
- Schools organized on terms:
  - No more than 1 year at a time
  - Use student's schedule
  - Clock hours may differ each quarter
  - Total minutes per day (may include 10 minutes between classes)
  - Total minutes per week and divide by 60



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# Questions?



# Computing Clock Hours (Cont)

- Schools not on a term basis
  - Certify entire length of program
  - Computation simpler (no break between classes)
  - Divide weekly minutes by 60
  - Shop predominant programs: 15 min. breaks in morning & afternoon can be included in total hours . Shorter breaks allowed for part time enrollment.





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# Begin/End Date

## **Beginning date**

- Starting date must be first day student actually in class. If student absent the first day of class, then you must change the beginning date to reflect the date student actually showed up for class the first time.

## **Enrollment interrupted**

- Last date of attendance (LDA) – last date student actually attended class.
- Includes terminations for unsatisfactory attendance. Termination date last date student was in class before violating your attendance policy.

# Clock Hour Certification

- Proper Computation important:
  - Accurate payments
  - Length of program
  - Benefits may be paid for approved length plus 10%
- NCD students who must repeat courses/portions of programs due to failure/poor performance can receive benefits beyond the approved???????

# Clock Hour Certification (Cont)

- Report new ending date with explanation in “Remarks” that student required to repeat a subject/portion of program due to failure/poor performance, including the number of additional hours required.
- Student must be making satisfactory progress in accordance with the school’s approved academic standards



# Credit for Prior Training

- Credit must be evaluated in all cases - a student's request that credit not be evaluated or transferred is not relevant.
- Schools must evaluate all prior education and training.
- Schools generally have 2 semesters, 3 quarters or 24 weeks to report prior credit to VA.
- Schools are not required to grant credit under all circumstances. Schools must apply their own standards as approved by the SAA and grant credit as appropriate under their own rules.

# Payment for Breaks

- School operates on a term basis, normal break pay rules apply (generally 8 week rule)
- School does not operate on a term basis, and school has a break designated as the break between one school year and the next, we cannot pay for that break no matter how short it may be.
- School does not operate on a term basis, and does not have a school year break, normal break pay rules apply.

# Reminders

- Programs Must specifically be approved by SAA
- Students must be monitored for continued pursuit and progress
- School's progress standards must be clear enough to identify the point in time when a VA student's progress is unsatisfactory.
- Many standards rely on a GPA, a specific number of failures, or determine the point in time when the student cannot complete the course within the approved hours.
- Probationary periods cannot be indefinite.





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# Questions?



# XYZ Case Studies



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# XYZ Case Studies

## XYZ Case Studies

Tuesday  
March 28, 2006



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# Central Office Update



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# Central Office Update

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Central Office Update Presentation



# Vocational Rehabilitation And Employment



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# VR&E

## VR&E Presentation

# Regional Processing Office Update



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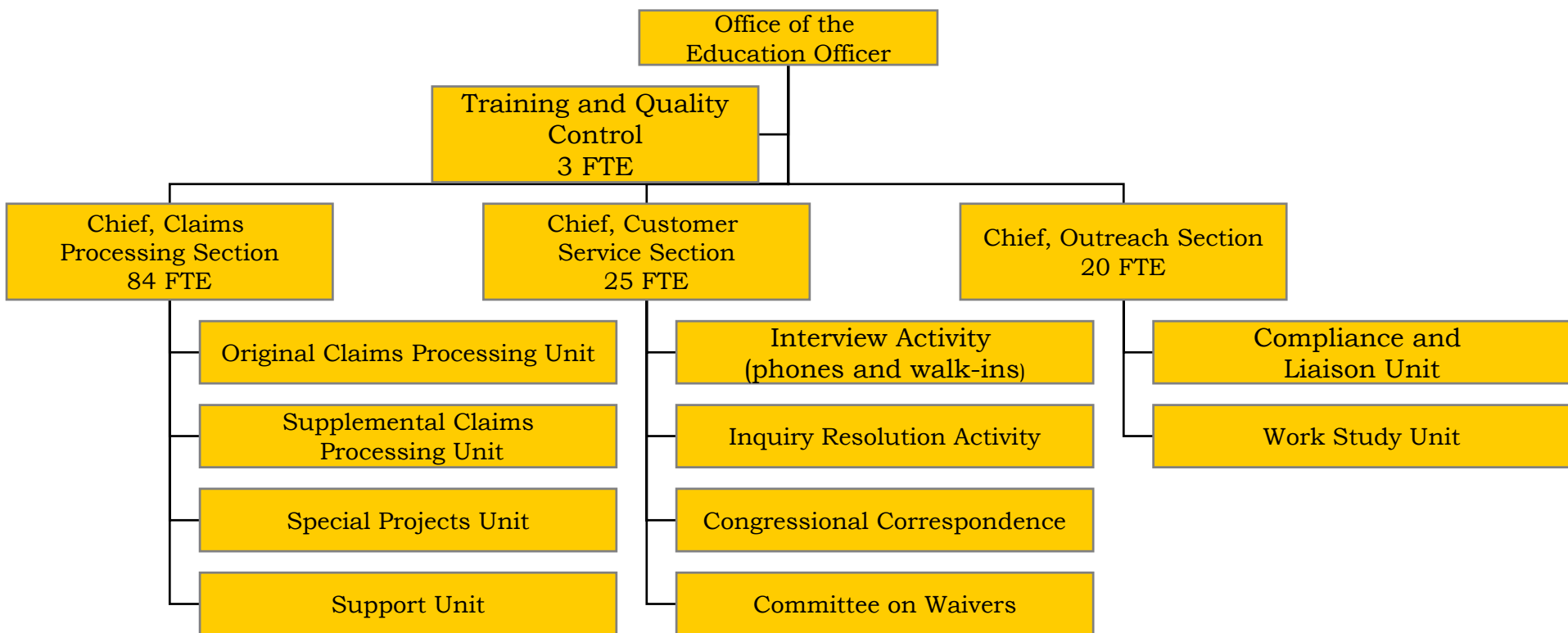
# Atlanta RPO

- Six States, Puerto Rico, and VI
- 18.94% of National Workload
- Fiscal Year 2005
  - 102,442 paid trainees
  - Total payments –over \$550 Million



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# Atlanta RPO Structure





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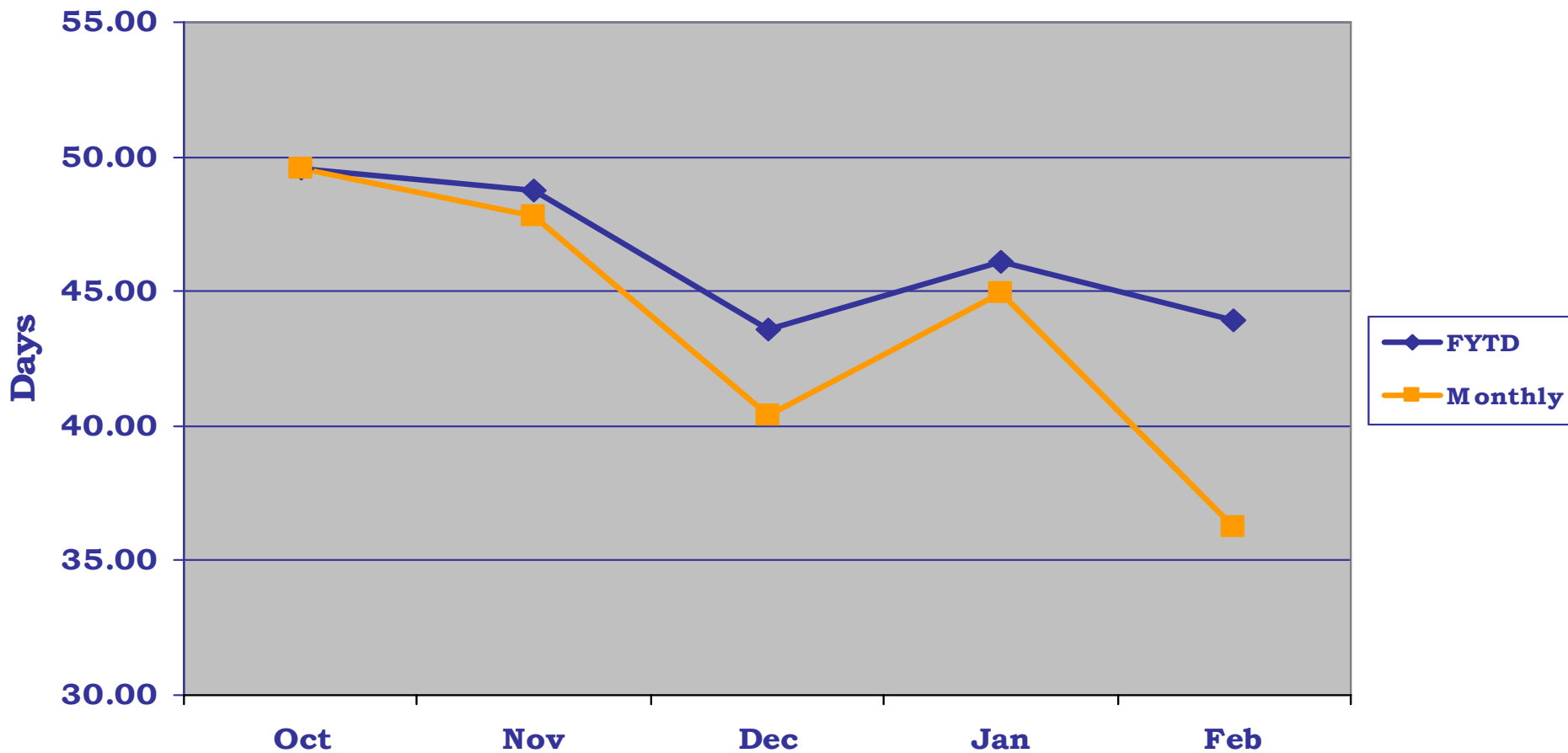
# Atlanta RPO Performance

Timeliness	Goal	Actual Performance FYTD- Feb 06	Actual Performance Feb 06
Original Claims	25 Days	43.9 Days	36.2 Days
Supplemental Claims	13 Days	25.5 Days	25.7 Days
Payment Accuracy	95%	96.0%	---
Overall Accuracy	---	96.6%	---

Positive Trend In Timeliness

# Original Timeliness

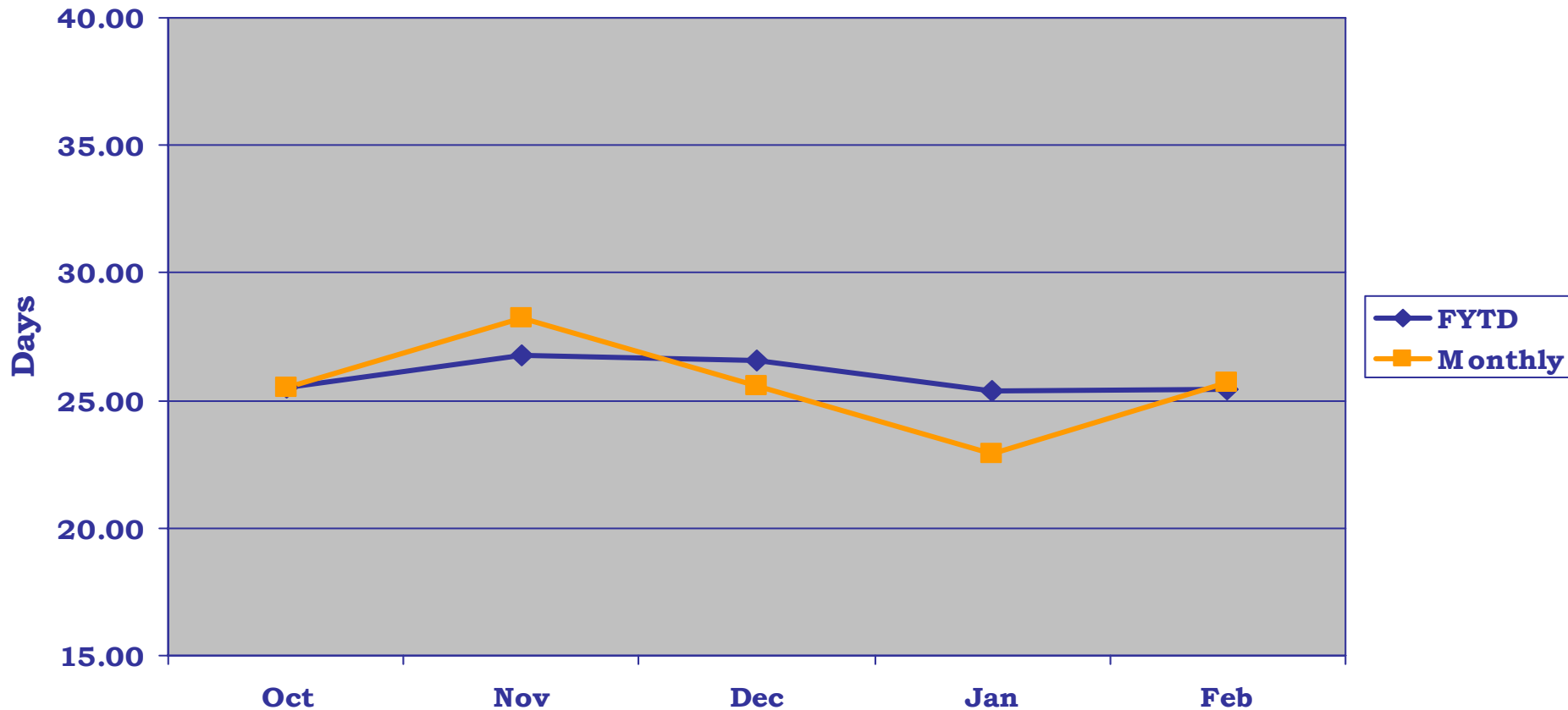
**FY2006 Original Claim Timeliness**





# Supplemental Timeliness

**FY2006 Supplemental Claim Timeliness**



# Highlights Claims Processing

- The second most productive office of the 4 RPOs as of February 2006
- Productivity Gains
  - Flexi-place
  - Increased Incentive Awards



# Highlights Customer Service

## Rerouting of Telephone Calls

- Allows for a block of time to conduct training for Customer Service Personnel
- 3<sup>rd</sup> Wednesday of the month

# Highlights Work-Study

- Fully Consolidated all the Work-Study Program into the Atlanta Office
- Two Work-Study Coordinators



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# Reserve Educational Assistance Program (REAP)

## Interim Payment System

- Effective December 21, 2005
- First Priority Claims – Claimant not eligible for any other education benefits

- Permanent Payment System
  - Effective February 21, 2006



# Reserve Educational Assistance Program (REAP)

- Atlanta RPO
  - Approximately 1,300 as of Feb 2006
- Expect 1607 claims to increase



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# Questions?





Wednesday  
March 29, 2006



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# Chapter 1607

## Reserve Education Assistance Program



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# What Is Chapter 1607?

- Chapter 1607 is a new education benefit that was enacted on October 28, 2004.
- Chapter 1607 is a DOD education program (Like 1606) which will be administered by the Department of Veterans Affairs.

# Eligibility Criteria

- A member of a reserve component who serves on active duty after September 11, 2001, for a contingency operation and who served at least 90 consecutive days or more.
- Individuals are eligible as soon as they reach the 90 day point, regardless of duty status.

# How Much Does Chapter 1607 Pay?

- Benefits paid under Chapter 1607 are a percentage of the Chapter 30 Category I three-year rate.
- Rates are based on the year the education training occurred. See the GI Bill website for historic rates.

[www.gibill.va.gov](http://www.gibill.va.gov)

# How Much Does Chapter 1607 Pay?

- Members serving 90 days but less than one year will receive 40% of the 3-year rate.
- Members who served more than one year, but less than 2 years will receive 60% of the 3-year rate.
- Members serving 2 years or more will receive 80% of the 3 year rate.



# Disabled Members

Members released before the 90 day point for disability incurred during or aggravated by the line of duty will receive benefits at the 40% rate.





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# Benefits For FY 2006

<b>Reservists who serve at least 90 days but less than 1 year of consecutive active duty</b>	<b>Reservists who serve at least 1 year but less than 2 years of consecutive active duty</b>	<b>Reservists who serve at least 2 years consecutive active duty</b>
<b>\$413.60</b>	<b>\$620.40</b>	<b>\$827.20</b>
<b>For full time training</b>	<b>For full time training</b>	<b>For full time training</b>



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# Less Than $\frac{1}{2}$ Time Training and Active Duty

Claimants training at less than  $\frac{1}{2}$  time and those who are still on active duty will receive a monthly rate equivalent to tuition and fees or the veteran rate whichever is less



# Advance Payment

Currently Advance Payment is not available under Chapter 1607.



# Chapter 1606 Kickers

Members already eligible for a Chapter 1606 kicker will receive the kicker amount in addition to the Chapter 1607 benefit amount.



# Are Benefits Retroactive?

Benefits under Chapter 1607 are potentially retroactive to December 9, 2001, for a person who was called to duty on September 11, 2001.



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# Entitlement

- Members will receive 36 months of entitlement to Chapter 1607.
- The 48 month combined benefits entitlement rule applies to Chapter 1607.
- Restoration of entitlement applies to Chapter 1607 for those who withdrew from school because they were activated after becoming eligible for Chapter 1607.

# Delimiting Date

- Chapter 1607 members do not have a delimiting date.
- Members are eligible for benefits as long as they remain within their component.
- Members leaving their component will lose eligibility.
- Members released for disability will have 10 years from the date of eligibility to use benefits.





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# What Programs Are Approved Under Chapter 1607?

- At the present time, all programs approved under Chapter 30 will apply to Chapter 1607 as well.
- Licensing and Certification is approved for Chapter 1607 for all exams taken on or after January 6, 2006.



# Bar to Duplication of Benefits

- Members may not receive benefits under more than one program at a time.
- This includes Chapter 1607, Chapter 1606, Chapters 30, 32, 35, The Hostage Relief Act of 1980, and Chapter 31 Vocational Rehabilitation.



# Applying for Chapter 1607

Members who have never applied for a VA Education benefit program (other than Chapter 35), should submit VA Form 1990 Application for Benefits.



# Applying for Chapter 1607

Members already eligible for another VA EDU benefit type (other than Chapter 35), should submit VA Form 1995 and annotate “Chapter 1607” on the form.



# Applying for Chapter 1607

Members should also submit supporting DD 214's and copies of original orders for qualifying active duty service.



# Applying for Chapter 1607

Any training under Chapter 1606 will be deducted from the Chapter 1607 award if the claimant requests Chapter 1607 benefits for a period of training for which Chapter 1606 benefits were paid.



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# Questions?





# Customer Service Section



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# Customer Service Section

- Chris Richardson  
Chief of Customer Service  
Section
- Sam Miller-Walton  
Unit Chief



# Customer Service Section

- Cindy Navarre  
Senior, Education Case Manager



# How to Reach us by Telephone

- General Information and Inquiries

Toll Free Number – 888 442-4551



# How to Reach us by Telephone

- Automated CERT Line for CH30 & CH1606

Toll Free – 877 823-8378



# How to Reach us by Telephone

- Direct Deposit Line:

To start or change direct deposit for CH30 & 1606

Toll Free - 877 838-2778



# Web Access

[www.gibill.va.gov](http://www.gibill.va.gov)





# UNITED STATES DEPARTMENT OF VETERANS AFFAIRS

- Health Care
- Benefits
- Burial & Memorials
- Education Benefits
- Information for Veterans
- Information for Schools
- Questions & Answers or Contact Us

## WELCOME TO THE GI BILL WEBSITE

### Important Information

We have redesigned the GI Bill website to make it easier to use. You may find some links relocated. The WAVE link has been located under "Information for Veterans" and there is new education benefits information available in Spanish that can be accessed by clicking on the link at the bottom of this page.

### Hot Topic - New education benefit for Activated Reservists

There is a new education benefit available to certain individuals who were activated on or after September 11, 2001. We call this benefit the "Reserve Educational Assistance Program" (REAP) or Chapter 1607.

General information on REAP is available in the "Questions & Answers", and [GI Bill Information](#) section of this web site.

- Click [HERE](#) to view ALL Questions and Answers on the new REAP Benefit - Use the "Notify Me by E-mail if this Answer is Updated" button to register for updates to the topics you have a specific interest in.

# Web Access

Ask questions &  
find answers





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#### Questions & Answers

#### Contact Us

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[My Questions and Answers](#)

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Category

All Categories

Search Text (optional)

[Search Tips](#)

Search

Search by

Phrases

Sort by

Default Sort



150 Answers Found

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Subject

- Updated** - Verify Enrollment
- New** - How do I choose between REAP and MGIB-SR
- Updated** - Are VA Education Benefits Taxable?
- Updated** - How do I apply for Chapter 1607?
- Updated** - How do I apply for benefits?

# Web Access

Search for answers  
through FAQ's





# UNITED STATES DEPARTMENT OF VETERANS AFFAIRS

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Benefits

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Schools

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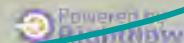
Search

Search by

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Sort by

Default Sort



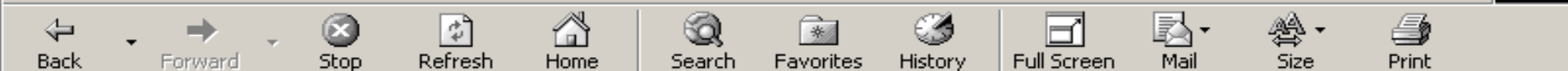
150 Answers Found

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Subject

- Updated** - Verify Enrollment
- New** - How do I choose between REAP and MGIB-SR
- Updated** - Are VA Education Benefits Taxable?
- Updated** - How do I apply for Chapter 1607?
- Updated** - How do I apply for benefits?



Address [https://www.gibill2.va.gov/vba/vba.cfg/php.exe/enduser/std\\_alp.php?p\\_sid=Fzh17t1i&p\\_lva=&p\\_sp=cF9zcmNoPS5wX2dyaWR](https://www.gibill2.va.gov/vba/vba.cfg/php.exe/enduser/std_alp.php?p_sid=Fzh17t1i&p_lva=&p_sp=cF9zcmNoPS5wX2dyaWR) Go Links >>

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	Subject
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2	<b>New</b> - How do I choose between REAP and MGIB-SR
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4	<b>Updated</b> - How do I apply for Chapter 1607?
5	<b>Updated</b> - How do I apply for benefits?
6	Can I be eligible for two or more education benefits?
7	What if I am beyond my original 10-year period of eligibility when called up?
8	<b>Updated</b> - What if I am called up and have to drop out without receiving credit?
9	Does the military collect \$1,200 from me if I am going to be eligible for MGIB?
10	Can I use the same period to establish eligibility under two programs?
11	What is the effect of call-up on my period of eligibility for MGIB-SR?
12	Effects of call-up if I am within my original 10-year period of eligibility.
13	<b>Updated</b> - Can I receive MGIB benefits during the call-up period?
14	What if I am called up for two years or more under title 10?
15	What if I am initially called up for two years but I am released early?
16	Can I continue to use MGIB-SR after I have been called up?
17	<b>Updated</b> - New Benefits for Activated Reservists
18	Can I receive a refund of my VEAP contributions?
19	<b>Updated</b> - Can I receive credit for military training?
20	<b>Updated</b> - What is National Call to Service?





# Web Access

Priority for school  
officials who  
register



Address http://www.gibill.va.gov/School\_Info/school\_resources.htm

Go Links

**Education Benefits** ▶**Information for Veterans** ▶**Information for Schools** ▶**Questions & Answers or Contact Us**

This area is dedicated to providing information to School Certifying Officials and other education professionals. Please tell us what information you would like to see contained in these pages.

**VA-ONCE****Certifying Official Information Resources****Certifying Official Training Resources****2006 Conferences****Certifying Official Links**[Representatives](#) - Find your Education Liaison Representative's e-mail

number

[Training](#) - Information for foreign schools who wish to admit GI Bill.[Instruction for School Officials](#) - PDF Format - Instructions on how to set "Questions" Account

[Forms](#) - Link to a repository of VA & Education related forms that may be helpful in your job.

Atlanta Certifying Official's Handbook - (Updated June 2005) - [PDF](#) or [MS Word](#)

St Louis Certifying Official's Handbook - (Updated 2005) - [PDF \(5MB\)](#) or [MS Word \(33 MB\)](#)

WAVES Handbook - (Updated February 2006) - [PDF](#) or [MS Word](#)

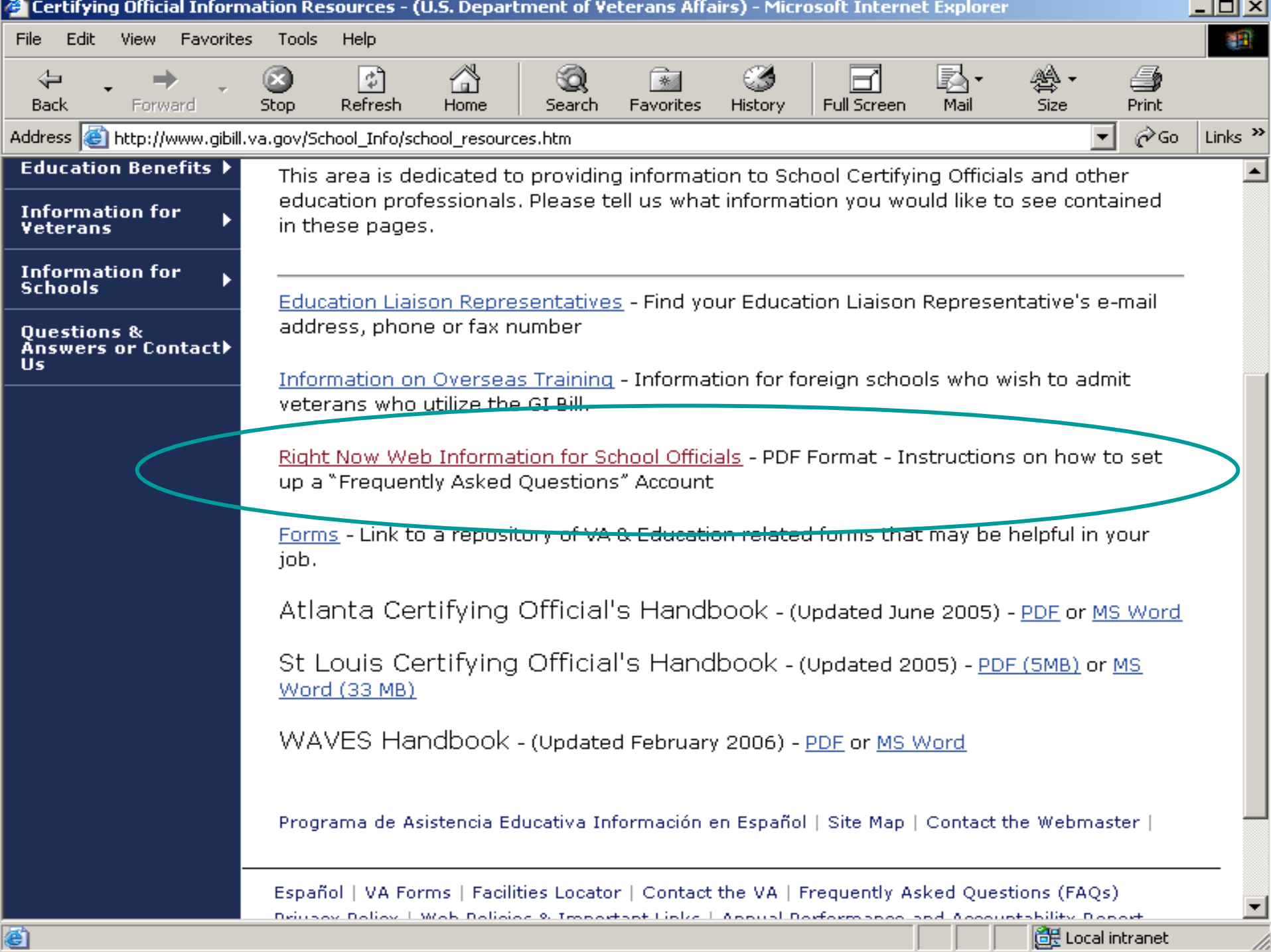
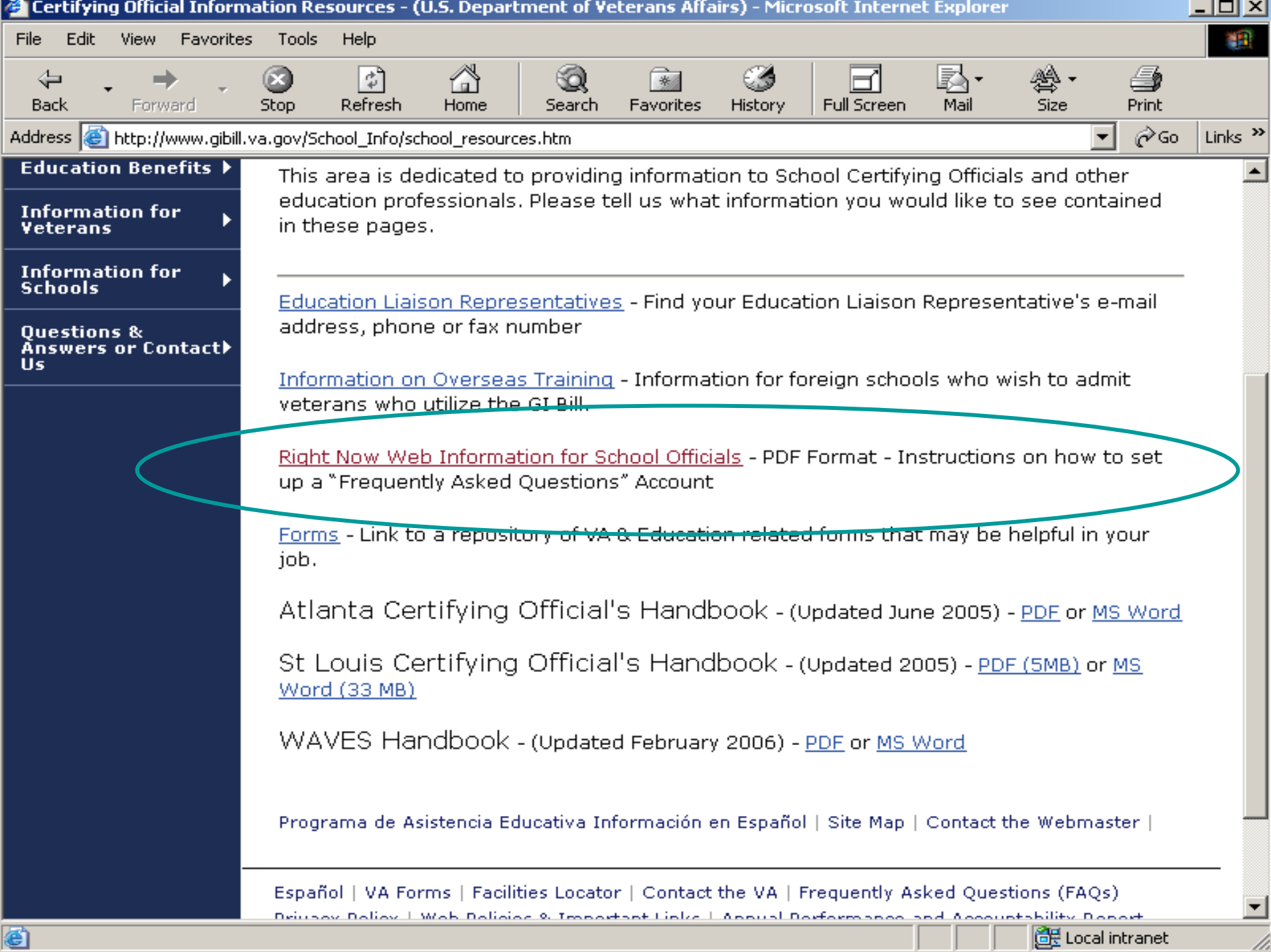
[Programa de Asistencia Educativa Información en Español](#) | [Site Map](#) | [Contact the Webmaster](#) |

[Español](#) | [VA Forms](#) | [Facilities Locator](#) | [Contact the VA](#) | [Frequently Asked Questions \(FAQs\)](#)

[Privacy Policy](#) | [Web Policies & Important Links](#) | [Annual Performance and Accountability Report](#)

http://www.gibill.va.gov/School\_Info/landing\_schools.htm

Local intranet





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	Subject
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4	<b>Updated</b> - How do I apply for Chapter 1607?
5	<b>Updated</b> - How do I apply for benefits?



**WELCOME TO THE GI BILL WEBSITE**

Answers Ask a Question My Questions and Answers Login

**Returning Users**

E-mail Address:

\*Password:

Login

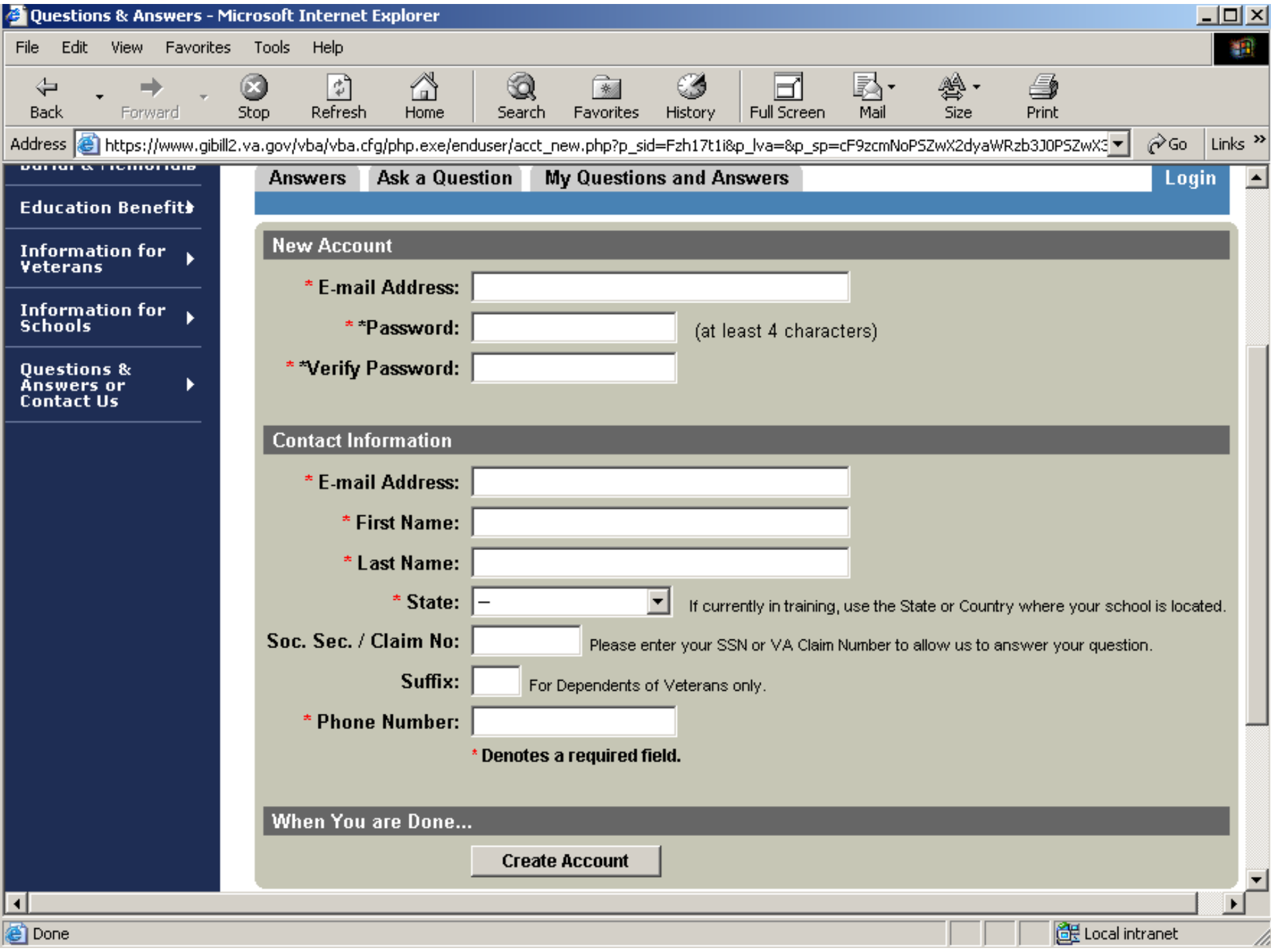
**If you have forgotten your password...**

E-mail Address:

E-mail Me My Password

**If you do not have an account...**

Create a New Account





# Web Access

## Download forms



## Certifying Official Information Resources

This area is dedicated to providing information to School Certifying Officials and other education professionals. Please tell us what information you would like to see contained in these pages.

---

[Education Liaison Representatives](#) - Find your Education Liaison Representative's e-mail address, phone or fax number

[Information on Overseas Training](#) - Information for foreign schools who wish to admit veterans who utilize the GI Bill.

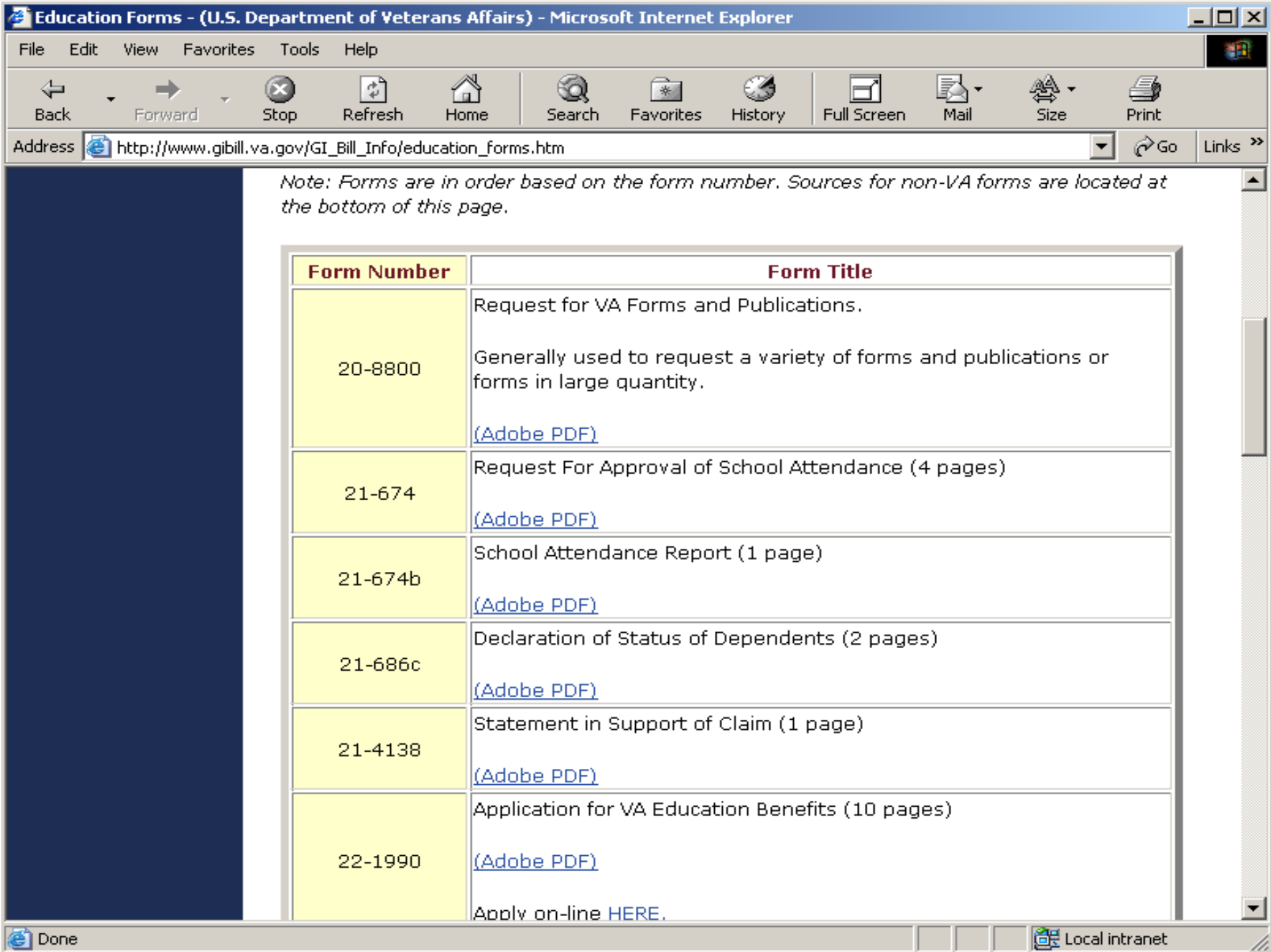
[Right Now Web Information for School Officials](#) - PDF Format - Instructions on how to set up a "Frequently Asked Questions" Account

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St Louis Certifying Official's Handbook - (Updated 2005) - [PDF \(5MB\)](#) or [MS Word \(33 MB\)](#)

WAVES Handbook - (Updated February 2006) - [PDF](#) or [MS Word](#)



Education Forms - (U.S. Department of Veterans Affairs) - Microsoft Internet Explorer	
File Edit View Favorites Tools Help	
Back Forward Stop Refresh Home Search Favorites History Full Screen Mail Size Print	
Address http://www.gibill.va.gov/GI_Bill_Info/education_forms.htm Go Links	
Note: Forms are in order based on the form number. Sources for non-VA forms are located at the bottom of this page.	
Form Number	Form Title
20-8800	Request for VA Forms and Publications.  Generally used to request a variety of forms and publications or forms in large quantity.  (Adobe PDF)
21-674	Request For Approval of School Attendance (4 pages)  (Adobe PDF)
21-674b	School Attendance Report (1 page)  (Adobe PDF)
21-686c	Declaration of Status of Dependents (2 pages)  (Adobe PDF)
21-4138	Statement in Support of Claim (1 page)  (Adobe PDF)
22-1990	Application for VA Education Benefits (10 pages)  (Adobe PDF)
Apply on-line HERE.	
Done Local intranet	

# Web Access

Links to other  
websites

**Education Benefits** ▶**Information for Veterans** ▶**Information for Schools** ▶**Questions & Answers or Contact Us** ▶

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[Programa de Asistencia Educativa Información en Español](#) | [Site Map](#) | [Contact the Webmaster](#) |

[Español](#) | [VA Forms](#) | [Facilities Locator](#) | [Contact the VA](#) | [Frequently Asked Questions \(FAQs\)](#)

[Privacy Policy](#) | [Web Policies & Important Links](#) | [Annual Performance and Accountability Report](#)

## WELCOME TO THE GI BILL WEBSITE

### Certifying Official Links

[State Approving Agencies](#) - Listing of State Approving Agencies including mailing addresses and telephone numbers. This link leads you to an external (Non-Government) website, it will open in a new window.

[American Council on Education \(ACE\)](#) - ACE evaluation teams provide clear guidelines to interpret and recommend credit for formal service-school courses, demonstrated proficiency in military occupations, and college-level tests. This link leads you to an external (Non-Government) website, it will open in a new window.

[Instructions on establishing a secure RPO account](#) - How to set up a secure communication channel with the RPO.

[Credentialing Opportunities On-Line \(COOL\)](#) - COOL shows how more than 100 certifications relate to over 200 Army military occupational specialties, with more certifications added every month. This link leads you to an external (Non-VA) website, it will open in a new window.

- Find civilian credentials related to your military occupational specialty
- Understand what it takes to obtain the credentials

[Army/American Council on Education Registry Transcript System \(AARTS\)](#) - Get a transcript translating your formal military education and job experience into civilian language, also includes college equivalent credit recommendations. This link leads you to an external (Non-VA) website, it will open in a new window.

# Web Access

**\*\*Note** – e-mail  
addresses for the RPOs  
have been phased out

# Who y'a Gonna Call?????????

- Having a problem with the toll-free line?
- Can't get through and need to talk about a student?



# Who y'a Gonna Call?????????

- You can do an inquiry through RNW, or
- You can call a supervisor in the Customer Service Section



# Who y'a Gonna Call?????????

Having a problem with the response you received from the Case Manager on the phone or your RNW inquiry response or you want to report rude behavior displayed by the Case Manager?

# Who y'a Gonna Call?????????

**\*\*Call/e-mail Sam or  
Chris (refer to your list  
in your Agenda).**



# Who y'a Gonna Call?????????

Your student advises  
he/she is having a  
hardship and needs  
money fast.....



*VA Regional Processing Office*  
2006 CONFERENCE

# Who y'a Gonna Call?????????

\*\*\*\*Ensure a hardship exists\*\*\*\*

# Who y'a Gonna Call?????????

- You can do a RNW inquiry,

or

- You can call Cindy or James  
(Persons 1 and 2 on your  
list)



# Who y'a Gonna Call?????????

Need help with VA Once –  
your computer is down or  
it blew up.....?



# Who y'a Gonna Call?????????

- Contact your ELR, or
- Contact the Chief Education Liaison Officer (CELO), Linda McAllister

# Who y'a Gonna Call?????????

- Having a problem  
certifying in VA Once?

# Who y'a Gonna Call?????????

- Contact your ELR, or
- Contact the Chief Education Liaison Officer (CELO), Linda McAllister



# Helpful Hints for Your Inquiries

Include the VA file number for CH35 recipients. If you do not have the file number, include the vet's SSN along with the dependent's information.



# Helpful Hints for Your Inquiries

Refer to the document date when asking about data you forwarded by VA Once. Also include the ID # in case we need to retrieve it.



# Helpful Hints for Your Inquiries

In the summary field – type  
School Official so your  
inquiry will receive priority  
attention.



# Helpful Hints for Your Inquiries

CH35 recipients in an NCD program – must certify their attendance monthly. Must complete the Certification of Attendance form or call the VA and speak with an ECM.





# Helpful Hints for Your Inquiries

The earliest date to certify attendance for all educational programs is the last day of the month.



# Helpful Hints for Your Inquiries

Interval payments [if applicable] are processed with the subsequent (next) award.



# Helpful Hints for Your Inquiries

If the student complains that he/she has not been paid:  
Ask if he has received an award letter. If he has and he is CH30/1606/NCD – CH35, ask if he/she has certified his/her attendance.



# Helpful Hints for Your Inquiries

Unanticipated events  
experienced by the student  
such as an eviction notice,  
national disaster [home on  
fire, flooding, etc], severe  
illness, death in family.....



# Helpful Hints for Your Inquiries

- A supplemental claim that is 60 days old and we owe money.
- A first-time claim that is 90 days old and the claimant is due payment for 2 months or more (excludes CH35).



# Helpful Hints for Your Inquiries

**\*\*\*\*\* There are always  
exceptions to the rule.  
If in doubt, consult  
with an ECM \*\*\*\*\***



*VA Regional Processing Office*  
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# Questions?





# WAVE

Web Automated Verification of Enrollment



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www.gibill.va.gov

Address http://www.gibill.va.gov/



[Education  
Home Page](#)

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and  
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Programs](#)

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## Education Benefits

*Veterans Benefits & Services*

### Welcome to the GI Bill Web Site.

**IMPORTANT-** New education benefit for Activated Reservists -- H.R. 4200 created a new education benefit that we call the "Reservist Educational Assistance Program" (REAP) in Chapter 1607. This new program makes certain individuals who were activated after September 11, 2001 either eligible for increased benefits. The Department of Defense (DOD), Department of Homeland Security (DHS) and VA are working on this new benefit and at this time we are unable to provide more than general information about chapter 1607. Please be patient as we work with DOD and DHS to get this program implemented.

**WAVE link**

We have some questions and answers in our "Ask a Question and Find Answers" section and will continue to add more questions to this section as additional information becomes available. If you don't see your question listed we probably DO NOT have an answer at this time.

**NOTE:** The following links will open in a new window, just close that window to return to this page.



VA Regional Processing Office  
2006 CONFERENCE

<https://www.gibill.va.gov/wave>

WAVE - Web Automated Verification of Enrollment - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Full Screen Mail Size Print

Address <https://www.gibill.va.gov/wave/default.cfm> Go Links

Veterans Benefits Administration

GIBILL Homepage

Frequently Asked Questions

Lost PIN/Password

Login Instructions

Policies & Disclaimers

**W.A.V.E.** Web Automated Verification of Enrollment

**You have reached a web server that is the property of the United States Government. Unauthorized use of this system will result in criminal prosecution.**

**IMPORTANT INFORMATION!**

If your school was closed due to hurricane Katrina, VA will consider your attendance as continuous and you should verify your enrollment for August as if your school did not close. Your payment will not be affected.

**NOTE: You MUST have a current or active benefit award for MGIB-Active Duty (Chapter 30) or MGIB-Selected Reserve in our system.**

**First Time Users - Please review the Log-in Instructions**

First Name:

Last Name:

File Number:

Password/PIN:

**LOG IN**

**NOTICE:**

- When you are finished using W.A.V.E., make sure that you click on the icon labeled "LOGOUT". Failure to do so will prevent you from logging back in for up to 25 minutes.

Local intranet 3:21 PM





VA Regional Processing Office  
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# Log-In

**NOTE:** You MUST have a current or active benefit award for MGIB-Active Duty (Chapter 30) or MGIB-Selected Reserve in our system.

## **First Time Users - Please review the Log-in Instructions**

First Name:	Jane
Last Name:	Veteran
File Number:	123456789
Password/PIN:	*****

**LOG IN**



VA Regional Processing Office  
2006 CONFERENCE

# Log-In

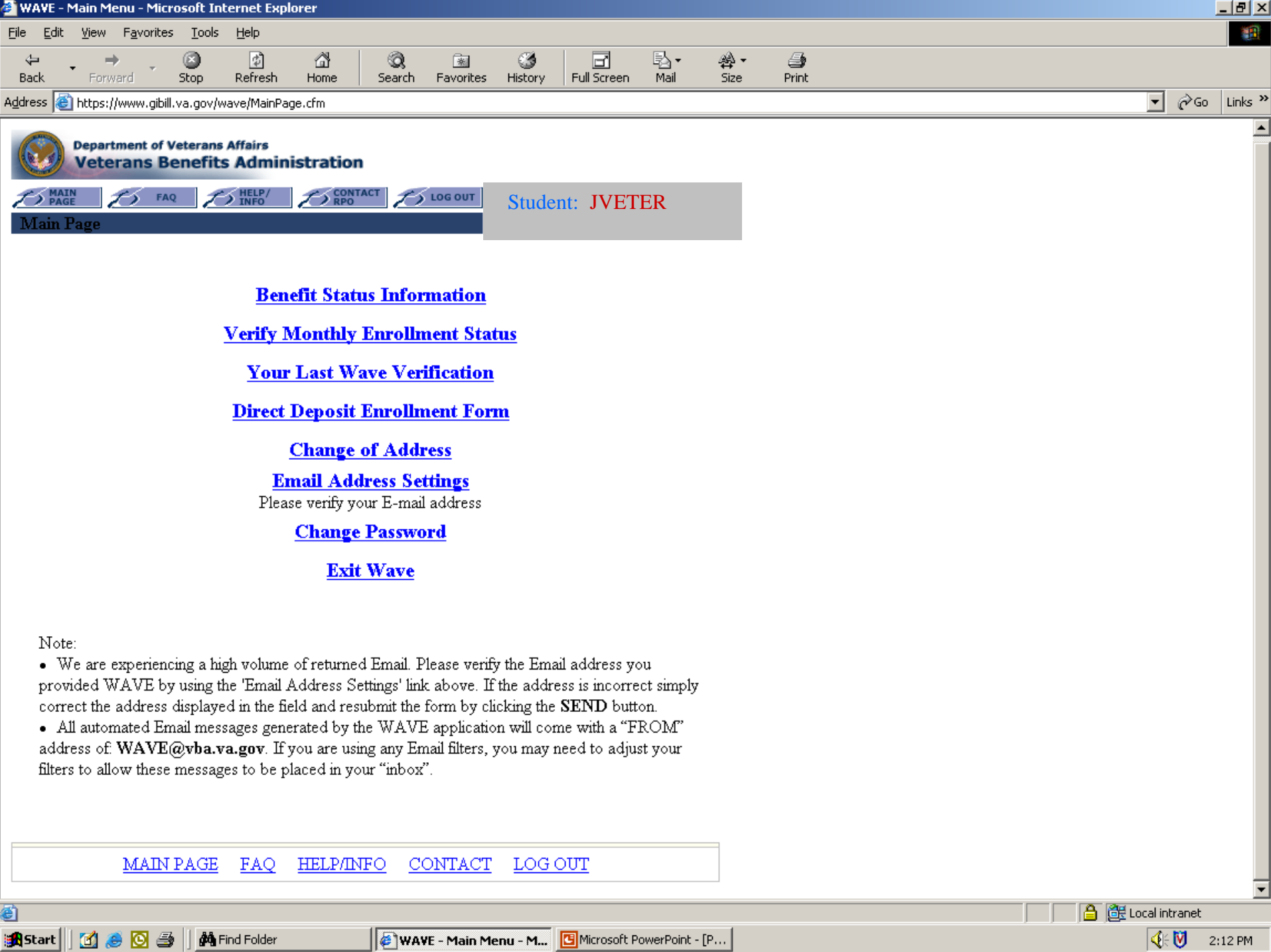
**\*\*\*The claimant must have an active MGIB or MGIB/SR award to access the WAVE system.\*\*\***

NOTE: You MUST have a current or active benefit award for MGIB-Active Duty (Chapter 30) or MGIB Selected Reserve in our system.

**First Time Users - Please review the [Log-In Instructions](#)**

First Name:   
Last Name:   
File Number:   
Password/PIN:

LOG IN



Department of Veterans Affairs  
Veterans Benefits Administration

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- [HELP/ INFO](#)
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Student: JVETER

Main Page

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[Direct Deposit Enrollment Form](#)

[Change of Address](#)

[Email Address Settings](#)

Please verify your E-mail address

[Change Password](#)

[Exit Wave](#)

Note:

- We are experiencing a high volume of returned Email. Please verify the Email address you provided WAVE by using the 'Email Address Settings' link above. If the address is incorrect simply correct the address displayed in the field and resubmit the form by clicking the **SEND** button.
- All automated Email messages generated by the WAVE application will come with a "FROM" address of: **WAVE@vba.va.gov**. If you are using any Email filters, you may need to adjust your filters to allow these messages to be placed in your "inbox".

- [MAIN PAGE](#)
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Please verify your E-mail address

[Change Password](#)

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Please verify your E-mail address

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**[Exit Wave](#)**



VA Regional Processing Office  
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# Benefit Status Information

WAVE -- Your Benefit Status - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address [https://www.gibill.va.gov/wave/scripts/status\\_8979.cfm](https://www.gibill.va.gov/wave/scripts/status_8979.cfm) Go Links >>

**Department of Veterans Affairs**  
**Veterans Benefits Administration**

[MAIN PAGE](#) [FAQ](#) [HELP / INFO](#) [CONTACT RPO](#) [LOG OUT](#) **Student:JVETER**

**Your Benefit Status**

Thank you for using WAVE to check your benefit status. Please note that it takes 3 to 5 days to process all on-line verifications through the WAVE system. The information provided below is the most current information we have on file in this system for payments made to you. If you do not see payment information for a certification you submitted using our system, please check back again later.

**Payee Information:**  
Full Name: JANE Q VETERAN  
Claim Number: 123456789  
Address: 123 SW 74<sup>th</sup> CT  
DECATUR GA  
Zip Code: 30033

If your address is incorrect, please click [Change Address](#). You will then be able to submit your address change information to your RPO using the WAVE email system.

**Your School Attendance:**  
The following information is taken directly from your VA record. The dates displayed may or may not actually represent dates your training started or stopped. For example, if you were paid across a break the date will not show the start of the next semester; and a date of October 1, generally represents a rate change. Due to space limitations we have only displayed a limited amount of information.

Start Date:	End Date:	Credits:	Status:
Sep-01-2005		3	Full Time
Oct-01-2005		3	Full Time
Oct-10-2005	Nov-08-2005	5	Full Time

**Enrollment Requiring Verification:**

Start Date:	End Date:	Credits:	Status:
November-1-2005	November-8-2005	5	Full Time

Done

Start | Inbox - Microsoft Outlook | WAVE Admin - Message (...) | RightNow Web - Microsof... | WAVE -- Your Benefit 5... | Microsoft PowerPoint - [...]

Local intranet 7:38 AM



*VA Regional Processing Office*  
2006 CONFERENCE

**Your School Attendance:**

The following information is taken directly from your VA record. The dates displayed may or may not actually represent dates your training started or stopped. For example, if you were paid across a break the date will not show the start of the next semester; and a date of October 1, generally represents a rate change. Due to space limitations we have only displayed a limited amount of information.

Start Date:	End Date:	Credits:	Status:
Sep-01-2005		3	Full Time
Oct-01-2005		3	Full Time
Oct-10-2005	Nov-08-2005	5	Full Time

**Enrollment Requiring Verification:**

Start Date:	End Date:	Credits:	Status:
November-1-2005	November-8-2005	5	Full Time



*VA Regional Processing Office*  
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[Your Last Wave Verification](#)

[Direct Deposit Enrollment Form](#)

[Change of Address](#)

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Please verify your E-mail address

[Change Password](#)

[Exit Wave](#)


# Verify Monthly Enrollment Status

WAVE -- Verify Your Enrollment - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address [https://www.gibill.va.gov/wave/scripts/verify\\_8979.cfm](https://www.gibill.va.gov/wave/scripts/verify_8979.cfm) Go Links

 **Department of Veterans Affairs  
Veterans Benefits Administration**

[MAIN PAGE](#) [FAQ](#) [HELP/INFO](#) [CONTACT RPO](#) [LOG OUT](#) **StudentJVETER**

**Verify Your Enrollment**

Welcome back,

You have successfully logged into the WAVE system on Nov 30, 2005. You last visited our site on Wed, September 01, 2004 at 11:30 AM.

Full Name: JANE Q  
Claim Number: Y1387AN  
Address: 123 SW 74<sup>th</sup> CT  
DECATUR GA  
Zip Code: 30033

If your address is incorrect, please click the "Change Address" button below. You will then be able to submit your address change information to your RPO using the WAVE email system.

[Change Address](#) [Change Login Password](#)

**Instructions for verification:**  
Period(s) to be Verified: Shows your enrollment as reported by your school from the date of your last verification. If the information shown is correct, click the "Submit Enrollment" button. If the information is not correct, click the "Change Enrollment" button. You will then be sent to a page where you can correct your information.

Note: The first date shown is the first date to be verified and may not be the beginning date of your enrollment period. Dates shown may include normal breaks between school terms and within terms.

**Periods to be Verified**







The following enrollment period must be verified for payment:

Begin Date:	End Date:	Credits:	Training Time:
November-1-2005	November-8-2005	5	Full Time

[Submit Enrollment](#) [Change Enrollment](#) [Benefit Status](#)

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<http://www.gibill.va.gov/> Local intranet

Start |       7:39 AM



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### Periods to be Verified

The following enrollment period must be verified for payment:

Begin Date:	End Date:	Credits:	Training Time:
November-1-2005	November-8-2005	5	Full Time

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[Change Enrollment](#)

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### Periods to be Verified

The following enrollment period must be verified for payment:

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November-1-2005	November-8-2005	5	Full Time

[Submit Enrollment](#)

[Change Enrollment](#)

[Benefit Status](#)





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Begin Date:	End Date:	Credits:	Training Time:
November-1-2005	November-8-2005	5	Full Time

[Submit Enrollment](#)

[Change Enrollment](#)

[Benefit Status](#)




# Submit Enrollment

WAVE -- Submit Your Enrollment - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Full Screen Mail Size Print

Address [https://www.gibill.va.gov/wave/scripts/submit\\_8979.cfm?Submit=Y](https://www.gibill.va.gov/wave/scripts/submit_8979.cfm?Submit=Y) Go Links

 **Department of Veterans Affairs**  
**Veterans Benefits Administration**

[MAIN PAGE](#) [FAQ](#) [HELP/INFO](#) [CONTACT RPO](#) [LOG OUT](#) **Student JVETER**

**Submit Your Enrollment**


I CERTIFY THAT the following information is true and correct to the best of my knowledge and belief for the period(s) shown below.

Start Date:	End Date:	Hours:	Training Time:
November-1-2005	November-8-2005	5	Full Time

PENALTY - Willful false reports concerning benefits payable by VA may result in a fine, imprisonment, or both.

[Submit](#) [Edit](#)

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Start |  | Local intranet | 7:40 AM



# Submit Enrollment

I CERTIFY THAT the following information is true and correct to the best of my knowledge and belief for the period(s) shown below.

Start Date:	End Date:	Hours:	Training Time:
November-1-2005	November-8-2005	5	Full Time

PENALTY – Willful false reports concerning benefits payable by VA may result in a fine, imprisonment, or both.

[Submit](#)

[Edit](#)



# Change Enrollment

WAVE -- Correct Your Enrollment - Microsoft Internet Explorer

Address: [https://www.gibill.va.gov/wave/scripts/correct\\_8979.cfm](https://www.gibill.va.gov/wave/scripts/correct_8979.cfm)

Department of Veterans Affairs  
Veterans Benefits Administration

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Correct Your Enrollment StudentJVETER

**Caution**

Do not report a change of enrollment to VA, if your training time does not change.

Reporting a change in hours that does not affect your Training Time will delay your payments. We are only interested in reductions in training that impact your training time and rate of payment.

Be sure to report any changes in your enrollment to your School's Veterans Office.

If you need to report a change in training close this box and complete the change form. If you do not need to report a change hit your 'BACK' button to return to the previous page to submit a NO-Change Verification.

**Periods to be Verified:**

The period(s) listed below next to the period you wish to change.

The information you enter before your monthly payment is due.

Enter the correct information.

Please be sure to verify the information.

**Begin Date**

November-1-2005 November-1-2005 November-1-2005 November-1-2005

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Start: <http://www.gibill.va.gov/>

Taskbar: Start, Inbox - Microsoft Outlook, WAVE Admin - Message (...), RightNow Web - Microsof..., WAVE -- Correct Your ..., Microsoft PowerPoint - [...], 7:41 AM



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# Change Enrollment

## Caution

Do not report a change of enrollment to VA, if your training time does not change.

Reporting a change in hours that does not affect your Training Time will delay your payments. We are only interested in reductions in training that impact your training time and rate of payment.

Be sure to report any changes in your enrollment to your School's Veterans Office.

If you need to report a change in training close this box and complete the change form. If you do not need to report a change hit your 'BACK' button to return to the previous page to submit a NO-Change Verification.



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# Change Enrollment

Please be sure to notify your school of all changes made below.

Begin Date	End Date	Hours	Training Time	
November-1-2005	November-8-2005	5	Full Time	<a href="#">EDIT</a>



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# Change Enrollment

WAVE -- Correct Your Enrollment Form - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address [https://www.gibill.va.gov/wave/scripts/correct\\_8979\\_form.cfm](https://www.gibill.va.gov/wave/scripts/correct_8979_form.cfm) Go Links

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**Correct Your Enrollment** **StudentJVETER**

Use this form to correct the information for the award period shown:

Begin Date:	End Date:	Hours:	Training Time:
November-1-2005	November-8-2005	5	Full Time

Date of Change:  If you withdrew from all classes, enter 0 for the total number of hours after change.

Total Hours After Change:

Reason For Change:

---

Date of Change:  If you withdrew from all classes, enter 0 for the total number of hours after change.

Total Hours After Change:

Reason For Change:

---

Date of Change:  If you withdrew from all classes, enter 0 for the total number of hours after change.

Total Hours After Change:

Reason For Change:

<https://www.gibill.va.gov/wave/mainPage.cfm> Local intranet

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# Change Enrollment

Use this form to correct the information for the award period shown:

Begin Date:	End Date:	Hours:	Training Time:
November-1-2005	November-8-2005	5	Full Time

Date of Change:

Total Hours After Change:

If you withdrew from all classes,  
enter 0 for the total number of hours after  
change.

Reason For Change:



# Change Enrollment

Use this form to correct the information for the award period shown:

Begin Date:	End Date:	Hours:	Training Time:
November-1-2005	November-8-2005	5	Full Time

Date of Change:

Total Hours After Change:

Reason For Change:

If you withdrew from all classes,  
enter 0 for the total number of hours after  
change.



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# Change Enrollment

Use this form to correct the information for the award period shown:

Begin Date:	End Date:	Hours:	Training Time:
November-1-2005	November-8-2005	5	Full Time

Date of Change:

Total Hours After Change:

If you withdrew from all classes,  
enter 0 for the total number of hours after  
change.

Reason For Change:



# Change Enrollment

Use this form to correct the information for the award period shown:

Begin Date:	End Date:	Hours:	Training Time:
November-1-2005	November-8-2005	5	Full Time

Date of Change:

Total Hours After Change:

If you withdrew from all classes,  
enter 0 for the total number of hours after  
change.

Reason For Change:

***Mitigating Circumstances***



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[Direct Deposit Enrollment Form](#)

[Change of Address](#)

[Email Address Settings](#)

Please verify your E-mail address

[Change Password](#)

[Exit Wave](#)



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# Last WAVE Verification

WAVE -- Your Last Wave Activity - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Full Screen Mail Size Print

Address [https://www.gibill.va.gov/wave/scripts/Wave\\_Activity.cfm](https://www.gibill.va.gov/wave/scripts/Wave_Activity.cfm) Go Links >>

Department of Veterans Affairs  
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**Last Wave Activity**

t:

**WAVE Certification Transactions:**

[Click here to view a chart showing anticipated payment issue dates.](#)

Viewing 1 - 2 of 2

Transaction Date/Time	Change Cert	Sent for Processing	Processing Office	Begin Date	End Date	Hours	Training Time
10/31/05 8:43	No	Yes	Decatur, GA	10/01/05	10/31/05	16	3/4 Time
Reason for Change (if any):							
09/30/05 10:17	No	Yes	Decatur, GA	09/07/05	09/30/05	16	3/4 Time
Reason for Change (if any):							

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[Change of Address](#)

[Email Address Settings](#)

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# Direct Deposit Enrollment Form

Direct Deposit Online Form - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Full Screen Mail Size Print

Address <https://www.gibill.va.gov/wave/scripts/DDForm.cfm> Go Links

 Department of Veterans Affairs  
Veterans Benefits Administration

MAIN PAGE FAQ HELP INFO CONTACT RPO LOG OUT

Online Direct Deposit Enrollment Student:JVETER

**ATTENTION VA BENEFICIARY!**  
**WE'VE MADE ENROLLING IN DIRECT DEPOSIT EASIER THAN EVER!**

Direct deposit is the safest, fastest and most efficient method to receive your payment. In addition, you no longer have to worry about your check being late, lost or stolen. If you would prefer to mail this form instead of submitting it online, take a look at our [Direct Deposit printer-friendly page](#) (displayed in a new browser window).

**NOTE:** The "Dept Collection Improvement Act of 1996" which was signed into law on April 26, 1996 required all Federal payments to be made by Electronic Funds Transfer (EFT or Direct Deposit) beginning January 1, 1999. Waivers will be available where the conversion from paper checks imposes a hardship.

OMB Approved No. 2900-0564  
Respondent Burden: 2 minutes

**NOTE:** Please read the [Privacy Act and Respondent Burden information](#).

**SECTION I - VA BENEFICIARY INFORMATION**

NAME OF BENEFICIARY: JVETERAN@BELLSOUTH.COM

BENEFICIARY CLAIM NUMBER: 123-45-6789

TYPE OF BENEFIT: ☐ Compensation or Pension ☒ Education





VA CLAIM NUMBER OR SOCIAL SECURITY NUMBER:

TELEPHONE NUMBERS: (PLEASE PROVIDE YOUR TELEPHONE NUMBER IN THE EVENT THAT WE NEED TO CONTACT YOU.)

(INCLUDE AREA CODE)

Daytime:  Evening:

Done

Start     Direct Deposit Online F... Microsoft PowerPoint - [P... Local intranet 2:30 PM

# Direct Deposit Enrollment Form

Direct Deposit Online Form - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Full Screen Mail Size Print

Address <https://www.gibill.va.gov/wave/scripts/DDForm.cfm> Go Links >>

## SECTION II - FINANCIAL INSTITUTION INFORMATION

Please provide the following information. You can call your financial institution or copy the information from a personal check.

ROUTING TRANSIT NUMBER:  (Must be 9 digits long)

ACCOUNT NUMBER:

(Please check the appropriate box:)

☐ Checking

☐ Savings

NAME OF FINANCIAL INSTITUTION:

ADDRESS OF FINANCIAL INSTITUTION:

TELEPHONE NUMBER OF FINANCIAL INSTITUTION:

## SECTION III - PAYEE CERTIFICATION

I certify that I am entitled to the payment above, and that I have read and understand this form. By submitting this form, I authorize my payment to be sent to the financial institution named above, to be deposited to the designated account.

YOUR E-MAIL ADDRESS:

YOUR MAILING ADDRESS:

JVETERAN@BELLSOUTH.CO  
M

Start | Direct Deposit Online F... | Microsoft PowerPoint - [P... | Local intranet | VirusScan On-Access Scan is enabled



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[Email Address Settings](#)

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# Change of Address

WAVE -- Contact Your RPO - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Full Screen Mail Size Print

Address <https://www.gibill.va.gov/wave/feedback.cfm?rpo=316&change=Y> Go Links

**WAVE Information Center**

MAIN PAGE FAQ HELP/INFO CONTACT RPO LOG OUT

**Email Notification**

**StudentJVETER**

To contact the VA Regional Office, please complete the form below.

To: GIBILL\_Help@vba.va.gov  
Subject: Address Change Notification

Your Email Address:

Please enter a valid email address.

Name:

File Number:

Please enter your file number without dashes.

New Address:

Address line 2:

Address line 3:

Address line 4:

Address line 5:

Address line 6:

SEND

MAIN PAGE FAQ HELP/INFO CONTACT LOG OUT

Done

Start WAVE -- Contact Your ... Microsoft PowerPoint - [P... Local intranet 2:28 PM



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[Change of Address](#)

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# E-Mail Address Settings

WAVE - User Email Address - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Full Screen Mail Size Print

Address <https://www.gibill.va.gov/wave/scripts/GetEmail.cfm> Go Links

Department of Veterans Affairs  
Veterans Benefits Administration

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### Email Address Settings

**Note:** All automated Email messages generated by the WAVE application will come with a "FROM" address of: **WAVE@vba.va.gov**. If you are using any Email filters, you may need to adjust your filters to allow these messages to be placed in your "inbox".

Email Address:

☒ Send me emails that require verification

☐ I do not want to receive emails from this address

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<http://www.gibill.va.gov/> Local intranet

Start WAVE - User Email Add... Microsoft PowerPoint - [P... 2:32 PM



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[Change of Address](#)

[Email Address Settings](#)

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[Change Password](#)

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# Change Password

WAVE -- Update PIN - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Full Screen Mail Size Print

Address [https://www.gibill.va.gov/wave/scripts/change\\_pin.cfm](https://www.gibill.va.gov/wave/scripts/change_pin.cfm) Go Links

Department of Veterans Affairs  
Veterans Benefits Administration

[MAIN PAGE](#) [FAQ](#) [HELP/ INFO](#) [CONTACT RPO](#) [LOG OUT](#) **Studen JVETER**

**Change Password/PIN**

Please enter the information below to permanently change your password.

**Note: Passwords may be alphanumeric, up to six characters in length.**

Old Password:

New Password:

Verify New Password:

**SAVE**

**\*\*\*WARNING\*\*\* It is your responsibility to keep your WAVE password confidential and secure.**

[MAIN PAGE](#) [FAQ](#) [HELP/ INFO](#) [CONTACT](#) [LOG OUT](#)

Done

Start WAVE -- Update PIN - ... Microsoft PowerPoint - [P...]

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# Questions?



# Work-Study



*VA Regional Processing Office*  
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# VA Work-Study

- Offers additional allowance to students for performing services in VA related activities
- Open to students receiving education benefits at  $\frac{3}{4}$  time or more under CH 30, 31, 32, 35, 1606, & 1607

# Eligibility

- Receiving education benefits at  $\frac{3}{4}$  or more rate under CH 30, 31, 32, 35, 1606, 1607
- No payments for hours worked after delimiting date
- No further work should be permitted if student terminates school attendance
- VA should be notified immediately if student drops to less than  $\frac{3}{4}$  time

# Work-Sites

- VA Facilities
- Work-study students can be used anywhere within VA: regional offices, hospitals, outpatient centers, data processing center, etc.
- One Point of Contact (POC) or Supervisor



# Chapter 1606 Administration

- CH 1606 recipients may work at National Guard and Reserve Facilities
- Duties include completing NOBE's or reporting through channels information concerning a six-year commitment
- Must be supervised by a DOD, Coast Guard or National Guard official

# Educational Institutions

- All duties must deal directly with assisting in the processing of VA paperwork.
- Should be supervised by the VA Certifying Official
- May provide Outreach – distribution of information regarding all benefits and services administered by VA

# Other non-VA Facilities

- Work-study students may perform *outreach* services under the supervision of a VA employee
- Outreach means the distribution of information regarding all benefits and services administered by VA and “other government programs beneficial to veterans”



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# Work-Study Procedures

## New Applicant

- Application (VA Form 22-8691) (Covers the student's current certified period of enrollment)
- Include a Job Description with the following:
  - Work-Site Location
  - Supervisor's Name and Telephone Number
  - Supervisor's Fax Number
- Evidence of  $\frac{3}{4}$  time enrollment in school
- Applicants using education benefits for the first time must have award processed prior to work-study contract

# Returning Students

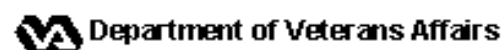
- Submit new application before expiration of current contract.
- New contract will not be processed until the final time record has been received.
- Make sure the final time sheet is clearly marked "*FINAL*"



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# Contract

- Work-Study Agreement (Contract) will be faxed to work-site
- Student must sign the agreement and fax back to Work-Study Unit.  
(Students should NOT submit blank contracts with their signatures on them)
- Payments cannot be made until signed contract is received in RPO.



## STUDENT WORK-STUDY AGREEMENT (STUDENT SERVICES)

VA FILE NUMBER:

AGREEMENT NUMBER:

16-5-00352

CH 31

I, R[REDACTED] (student), agree to perform 525.00 hours of service for the Department of Veterans Affairs (VA) during the period starting on or about 12/05/2004 and ending no later than 04/30/2005 (agreement period), in consideration of which VA agrees to pay me a work-study allowance of \$2703.75, subject to the following terms, conditions and representations:

1. VA will designate and assign the services to be performed by me at various times during the agreement period and my performance will subject to VA supervision.
2. While performing such services, I (a) will not be considered an employee of the United States for the purpose of laws administered by the Office of Personnel Management, but I will be considered such an employee for the purpose of receiving benefits under the provisions of chapter 81 of title 5, U.S.C. (Compensation for Work Injuries); (b) will not receive or accept compensation from any other source for the same hours of work performed under this agreement; and (c) will not disclose to anyone any information contained in VA files, records, reports, and other documents made available to me while performing such services except as provided by the Privacy Act of 1974 (5 U.S.C. 552a), pertaining to the provisions of title 38, U.S.C., and supplementary regulations.
3. In return for my services under this agreement, VA will pay me a work-study allowance at the rate of \$5.15 for each hour of service I satisfactorily perform under this agreement. (In no event may I perform more hours of service than the product of 25 times the number of weeks in my actual period(s) of enrollment during the agreement period.)
4. Upon VA acceptance of this agreement, VA will advance me the lesser of either forty percent (40%) of the total amount of the work-study allowance under this agreement or the amount payable for the first 50 hours of service to be performed. Not more than one advance payment may be made in any school term (or four month period if my course is not organized on a term basis). Payment for any remaining hours of services performed under this agreement will be made upon completion of each 50 hours of such remaining services, or the balance if less than 50 hours, with final payment upon fulfillment of all services covered by this agreement.



**CONTRACT - Report**

longer be entitled to perform and will cease performing services under this agreement, and I will reimburse or return to VA any me as payment for services performed after the date of such reduction or termination. If I reduce my training time below three-quarters remain in attendance, VA, in its sole discretion, may permit me to complete this agreement. However, if I terminate school attendance in its sole discretion, may approve my further performance under this agreement only to the extent of those hours of service obligation received an advance payment. In either case, VA will notify me in writing of its approval of my continued performance.

7. I may terminate this agreement at any time after performing the hours of obligated services for which I received an advance payment by sending written notice to VA, and VA may terminate this agreement for cause by furnishing written notice to me. Otherwise, this agreement will terminate on the ending date of the specified agreement period, or earlier if I cease to meet the minimum training-time requirement. I will terminate my school attendance before that date (see paragraphs 5 and 6, above).

8. Any amount of work-study allowance paid to me for which I fail to satisfactorily perform equivalent hours of service in accordance with the terms of this agreement shall be declared an overpayment for which I shall be liable to the United States. Any such overpayment not so waived by VA, be recovered in the same manner as any other debt due the United States.

9. This agreement, entered into under the authority of section 3485, of title 38, United States Code, shall become effective upon approval by a duly authorized officer of VA.

**Agreed to:****Accepted by:**

SIGNATURE OF STUDENT	DATE	SIGNATURE OF VA OFFICIAL	DATE
CURRENT MAILING ADDRESS OF STUDENT		PERMANENT MAILING ADDRESS OF STUDENT	
FAYETTEVILLE, NC 28519			

VA FORM 22-8692 (PC-TEST) JAN 1998

# Timesheets

- Timesheets should be controlled by the Supervisor.
- Supervisor should verify timesheets and fax to Atlanta when 50 hours has been completed or up to 150 hours
- Check cumulative totals for accuracy
- Supervisors are responsible for insuring hours are worked and include only duties of approved position description
- Do not alter the timesheet in any way

# Advance Payment

- Student can elect advance payment of 50 hours before starting work
- Students may receive only one advance payment per contract period
- Supervisor should immediately notify VA if student does not begin working or terminates position
- RPO must have a signed contract to issue an advance payment

# Payments

- Maximum hours in contract – 25 times the weeks in the enrollment period
  - 12 week term –  $25 \times 12 = 300$  hours
- Yearly maximum – 1,300 hours
- Payments are made for each 50 hours worked or up to 150 hours
- CH 31 and CH 35 will take longer than CH 30 and 1606

# Timesheet Accuracy

- Hours worked in hours (not minutes)
  - (See following example)
- Submit timecard when 50 hours reached
- Continue adding hours and record cumulative total
- Student **and** supervisor should initial
- Accuracy speeds up processing
- Use entire sheet before beginning another



# Timesheet

- Enter hours as shown below:

– Minutes	Enter	or	Enter
– 15	.25		$\frac{1}{4}$
– 30	.50		$\frac{1}{2}$
– 45	.75		$\frac{3}{4}$
- Ex: 5 hours and 15 minutes = 5.25
- All work should be in 15 minute increments

**INSTRUCTIONS:** Use Item 8 to show changes in Items 6A and 6B. Include effective dates.

**7. SCHEDULE OF HOURS WORKED (NOTE: We will not pay for hours worked after end date of contract.)**

[illegible]



# Contacts

- Payment Inquiry – 1-888-442-4551
- Fax – 404-929-3136 (*Work-study Only*)
- Work-Study Coordinator/VARO Contact
  - James Smedley:  
[james.smedley@vba.va.gov](mailto:james.smedley@vba.va.gov)



# Work Study Specialists

- Alabama/Florida – Mike Rumph
  - Mike.Rumph@vba.va.gov
- Florida/North Carolina – Linda Wiggins
  - Linda.Wiggins@vba.va.gov
- Georgia/Puerto Rico – Deborah Mouchet
  - Deborah.Mouchet@vba.va.gov
- Mississippi/South Carolina – Mary Linda Harris
  - Mary.Harris@vba.va.gov



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# Questions?

